

Loan and Renewal Policy

Policy Statement

To make materials available to all customers on an equal basis, the Montclair Public Library sets limits on loan periods and on the number of renewals allowed. Some library materials may have shorter loan periods or fewer numbers of renewals due to high demand, limited collection size, material type or lending source.

Regulations

1. The loan or renewal of library materials owned by MPL may be done in person, by telephone or online. Loan periods and renewals are set by BCCLS as part of the Unified Loan period and may change based on action of BCCLS System Council. They are listed below for reference. See also *Interlibrary Loan* policy (INF-6) for limits and regulations on items not owned by MPL.

<u>Library Material Type</u>	Loan Period in Days	Renewals Allowed	Maximum Number of Checked out Items
<u>Print Materials</u>			
Books	28	2	50
New Books	14	1	5
Book Discussion Kits	28	2	1
Interlibrary loans	Set by lender	Set by lender	
Magazines	14	2	5
Reference books	0	0	0
<u>Non-Print Materials</u>			
Audio-books (CD)	28	2	10
Book kits (CD)	28	2	10
DVDs	14	2	10
Music CDs	14	2	20
Story kits	28	2	2
Video games	14	2	5
Museum Pass	1*	0	2
Hot Spots (Youth)	90	0	1
Hot Spots (Adults)	28	0	1
Kindles	28	0	1
Launchpads	14	0	3

*Museum passes checked out on Friday may have an extended loan period (see *Museum Pass Lending Policy [CIRC-6]*)

Loan and Renewal Policy

2. Renewals may be done in person, by telephone, or online. If items are available for renewal the ILS will automatically renew the item two (2) days before the due date. Customers are encouraged to pay close attention to notifications as an automatic renewal is not guaranteed
3. Extended loan periods may be available upon request at the time of checkout. Any item that is on a holds list cannot be renewed.
4. Items that have been marked as lost and a lost item replacement fee charged for are unable to be renewed until returned.
5. Customers with accounts with a balance of \$25 or more may not check out or renew materials.
6. Only the library card holder will be provided detailed information on any library account.
7. The library reserves the right to make some materials non-circulating and only available for in-library use.

Approved: May 21, 2019; Revised: March 16, 2020.
Montclair Public Library Board of Trustees