

Loan and Renewal Policy

Policy Statement

To make materials available to all customers on an equal basis, the Rochester Hills Public Library (RHPL) 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 RHPL may be done in person, by telephone or online. See also *Interlibrary Loan* policy for limits and regulations on items not owned by RHPL.

<u>Library Material Type</u>	Loan Period in Days	Renewals Allowed	Maximum Number of Checkout Items
<u>Print Materials</u>			
Authors in April	7*	0	Unlimited
Books	21	8	Unlimited
Adult Hot New Books	14	1	Unlimited
Book Discussion Kits	56	1	2
Books in demand	7	0	Unlimited
Circulating periodicals	7	8	Unlimited
Interlibrary loans	Set by lender	Set by lender	Unlimited
Youth Biographies	21	8	Unlimited
Reference books	1	0	With permission
Vox Audio Enabled Book Kits	21	8	Unlimited
<u>Non-Print Materials</u>			
Adventure Kits	14	8	2
Audio-books (CD)	21	8	10
Bob Book Kits	21	8	Unlimited
DVDs – fiction/entertainment	7	8	10**
DVDs – non-fiction	7	8	10**
Game Kits	14	8	2
Hooked on Phonics	42	8	1
Kill A Watt energy detector	21	3	?
Low vision aids	21	8	Unlimited
Mobile Hotspot	7	0	1
Music CDs	21	8	10**

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One Day In-Demand DVDs	1	0	Unlimited
Outreach MYLE kits	21	8	2
Playaways	21	8	10**
Playaway Launchpads	7	8	10**
Playaway Views	7	8	10**
Puppets	21	8	Unlimited
Puzzles kits	14	8	2
Quick Flicks	3	1	10**
Roku Express Kits	14	1	1
Steam Kits	21	1	2
Story kits	21	1	2
Video games	7	1	10**
**There is a suggested 10 item limit on audio books, DVDs, videogames, playaways and music CDs.			

2. Holders of new library cards will be restricted to checking out three items on their first visit. The three item limit will be lifted once those items are returned.
3. Renewals may be done in person, by telephone or online. Most printed materials may be renewed up to eight times, as long as no one else is waiting.
4. Extended loan periods may be available upon request at the time of checkout. Any item that is on a holds list cannot be renewed.
5. Fines due at the time of renewal are still due.
6. Customers with accounts with a balance of \$5 or more may not check out or renew materials.
7. In compliance with the Library Privacy Act¹ only authorized users, parents or legal guardians will be provided detailed information on any library account.
8. The library reserves the right to make some materials non-circulating and only available for in-library use.

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Rochester Hills Public Library Board of Trustees

¹ MCL 397.603 *et seq.* Library Privacy Act.
Rochester Hills Public Library Policies