

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	3	Unlimited
Book Discussion Kits	56	1	2
Books in demand	7	0	Unlimited
Circulating periodicals	7	3	Unlimited
Holiday books	7*	0	Unlimited
Interlibrary loans	Set by lender	Set by lender	Unlimited
Youth Biographies	21	3	Unlimited
Paperbacks	21	3	Unlimited
Reference books	1	0	With permission
<u>Non-Print Materials</u>			
Audio-books (cassette or CD)	21	3	10
Book kits (cassette or CD)	21	3	Unlimited
DVDs – fiction/entertainment	7	1	10**
DVDs – non-fiction	7	3	10**
Hooked on Phonics	42	2	1
Leap Frog	21	1	10
Low vision aids	21	3	Unlimited
Music CDs	21	1	10
Playaways	21	3	10
Puppets	21	3	Unlimited
Quick Flicks	3	0	10**

Loan and Renewal Policy

Story kits	21	1	2
VHS Videos	21	3	Unlimited
Video games	7	1	10
*Loan period is 21 days/3 renewals but is seasonally limited to 7 days/0 renewals during peak times			
**Limit to 10 DVDs and Quick Flicks combined – total of 10			

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 three 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.

Approved November 13, 2006, Revised January 8, 2007, Dec. 8, 2008, May 11, 2009, Dec. 6, 2010

Rochester Hills Public Library Board of Trustees

¹ MCL 397.603 *et seq.* Library Privacy Act.