

Loan and Renewal Policy

Policy Statement

To make materials available to all patrons 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 holds or renewals due to high demand, limited collection size, material type or lending source.

Regulations

1. Patrons with accounts in good standing may check out or renew materials.
2. 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>	<u>Loan in Days</u>	<u>Renewals Allowed</u>	<u>Holds Allowed</u>	<u>Maximum Number of Checkouts</u>
<u>Print Materials</u>				
Authors in April	7	0	20	100
Books	21	8	20	100
Books on display	14	1	20	100
Book Discussion Kits	56	1	2	2
Books in demand/on display	7	0	1	100
Circulating periodicals	7	8	20	100
Interlibrary loans	Set by lender	Set by lender	70	100
Reference books	1	0	0	With permission
<u>Non-Print Materials</u>				
Audiobooks (CD)	21	8	20	100
DVDs – feature length	7	8	20	100
DVDs – television series	21	8	20	100
Hooked on Phonics	42	8	1	1
Low vision aids	21	8	1	100
Music CDs	21	8	10	10
Playaway Audiobooks	21	8	10	10
Playaway Launchpads	7	8	10	10
Playaway Views	7	8	10	10
Puppets	21	8	20	100

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Video games	7	1	10	10
<u>Experiential Learning Kits</u>				
Adventure Kits	14	1	2	2
Game Kits	14	1	2	2
Hobby Kits	14	1	2	2
Outreach MYLE kits	21	8	2	2
Puzzles Kits	14	8	2	2
Steam Kits	21	1	2	2
Story kits	21	1	2	2
Tech Kits	14	1	1	1

3. Renewals may be done in person, by telephone or online. Many items at the Main Library may be renewed up to eight times, as long as no one else is waiting. Items on the bookmobile may be renewed no more than three times.
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. In compliance with the Library Privacy Act¹ only authorized users, parents or legal guardians 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: July 11, 2022

Rochester Hills Public Library Board of Trustees

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