



PATRON POLICY

Loan Period Policy

Loan periods vary depending on the type of material borrowed.

Category	Loan Period
Children, Middle Grade & Teen Books (including new)	3 weeks
Children, Middle Grade & Teen Audio Books	3 weeks
Children's Movies	3 weeks
Children's Music	3 weeks
Children's Kits, Puppets & Games	3 weeks
Children's American Girl Doll	1 week
Adult Books (Fiction, Non-fiction & Large Print)	3 weeks
Adult Bestsellers	1 week
Adult New Books	3 weeks
Adult Audiobooks	3 weeks
Adult Movies	1 week
Adult TV Series	3 weeks
Adult Music	1 week
Kindles	3 weeks
Tech Takeout (hotspots, Roku)	1 week



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Tech Takeout (all others)	3 weeks
Board Games	1 weeks
Video Games (Adult, Young Adult, Children's)	1 week
Museum Passes	1 week

Courtesy Notices & Send Backs

Courtesy notices are sent two-three days prior to an item coming due. Only one courtesy reminder notice is sent. If the item(s) are not returned or renewed by the due date, an overdue notice will follow. Borrowers must take note of the due dates for all items checked out and renew or return them on time.

Library circulation notices are distributed via email, text or by automated phone message.

Items on hold at the library will be kept for only 7 days. A courtesy reminder call will be made to patrons on the last day of the hold. If the item is not picked up by the close of business the following day the item will be sent back to the owning library.

Notes for Staff

- Loan Periods
 - Staff may use their discretion and extend loan periods for materials and overriding renewals.
- Notices
 - Patrons can select the type of notice they prefer when registering for a library card. Patrons may change their notice preference at any time.
 - Patrons may also request a personal phone call instead of an automated. If they request this selection, mark their notice preference as “postal mail”.
 - The Circulation Supervisor will check the notices each day from einetwork and send those out to patrons.



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- **Send Backs**
 - The night before a hold is due to go back, the item is pulled and a reminder call is made to the patron. If the patron does not pick up the item by the close of business the following day the item is sent back to the owning library. Staff may use their discretion in keeping a book longer if a patron requests that.