

BRADLEY PUBLIC LIBRARY DISTRICT
PUBLIC USE OF THE LIBRARY POLICY

SECTION 3: CIRCULATION OF MATERIALS

Part 1: Lending

1. Patrons must present their valid library card to borrow materials.
2. Library materials will circulate according to the following schedule:

<u>TYPE OF MATERIAL</u>	<u>LOAN PERIOD</u>
Books	3 weeks
Audiobooks & Music CDs	3 weeks
Magazines	1 week
Videos & Feature Film DVDs	1 week
Video Games	1 week
DVD sets containing 3 or more discs	3 weeks
CD-Rom	3 weeks
Non-Fiction DVDs and Videos	3 weeks

3. Loan periods on interlibrary loan materials may differ.
4. Reference items may not circulate.
5. Current issues of magazines may not circulate. Back issues circulate for 1 week with no renewals.
6. There is no fixed limit on the amount of reading material a borrower may take at one time providing it does not deplete the collection in any one area.
7. Only five (5) videos and two (2) video games may be checked out per borrower at any one time.
8. All circulating items, with the exception of items with holds, magazines, videos, video games and DVDs may be renewed one (1) time or at the discretion of the Library Director.
9. Materials belonging to the Bradley Public Library District and subject to the normal three week loan period may be borrowed with an extended check out, provided there are no other requests for that material.
10. Renewals will be allowed by phone.
11. Patrons will be notified when reserved material is available and given six days in which to check out material.
12. Outside book and AV drops are available for the convenience of patrons.
13. Pick-up lockers are available for the after-hours retrieval of materials on hold. Items are checked out to the patron at the time the materials are placed in the locker. Patrons have 24 hours to pick up the materials.

Approved: Nov. 18, 2009; Revised: July 15, 2015