



## Borrowing Library Materials

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### Loan of Materials

Materials may be checked out by the holder of any library card that is not expired and has less than \$10.00 in fines and/or fees. In general, there are no limits on the number of items that may be checked out by a customer at one time. The cardholder is responsible for all materials checked out on his/her card. The library is not responsible for any damage to a customer's equipment caused by the use of any materials borrowed from the library.

- **Loans to Children:** There are no age restrictions on borrowing any library materials; parents/guardians are responsible for a child's selection of materials. Parents/guardians are responsible for all materials checked out and any fines or fees on a juvenile card linked to them by agreement.

### Loan Periods

Library materials circulate for specified loan periods:

- Books, magazines, audiobooks, compact discs, and video games circulate for 21 days.
- Movie sets containing three discs or more, multimedia kits, and hotspots circulate for 14 days.
- All movies (DVD or Blu Ray) containing two discs or less circulate for 7 days.
- Book Club in a Bag circulates for 6 weeks.
- Downloadable and streaming content loan periods are set by the vendor. For more information, see the library's website. (<https://www.naperville-lib.org/materials/download-stream#ebooks-audiobooks>)
- Not all items owned by Naperville Public Library circulate.
- **Extended Loans:** Upon customer request, all materials may be checked out for an extended loan, a loan period double the normal loan period. Restrictions apply to those materials that have been reserved by another customer or are not renewable. Extended loan materials can be renewed for a normal loan period.
- **Limits on Loan Periods:** The loan period or number of items checked out at one time may be reduced at the discretion of a supervisor due to seasonal demand or the inclusion of those materials as part of a class assignment.

### Renewals

Most materials may be renewed up to 10 times as long as they have not been reserved by another customer. Each renewal period shall be the same length of time as the initial loan period. Popular Picks may not be renewed. Some restrictions may apply to interlibrary loan or LINKin items. Refer to the library's website for more information.

### Holds

Naperville Public Library cardholders may place a hold (reserve request) on most circulating items. A maximum of 100 items may be on hold for a customer at a time.

- Hold notification is a courtesy and the library is not responsible for failure to receive notification.
- The library reserves the right to cancel holds at any time

### **Overdue Materials and Fines**

A fine of \$0.25 per day will be assessed on most overdue materials. A fine of \$1.00 per day will be assessed on adult fiction movies, hotspots, and video games

- The maximum overdue fine for each Naperville Public Library item is \$20.00.
- Items that are over 30 days overdue are considered lost, and billing notices shall be produced and sent for such items.
- If an item is not returned within 6 months of the overdue date, the item will have already been replaced or withdrawn from the collection, and the library will no longer accept the item for return.
- Excessive fines or fees on a juvenile card may be transferred to the card of the responsible adult.
- Overdue notification is a courtesy and the library is not responsible for the borrower's failure to receive overdue notifications.

### **Lost Materials**

When an item that has been checked out to a customer is reported lost, the customer shall be charged the cost of the item as listed in the library's database.

- If an item that has been reported lost is returned within 60 days of the date of payment for the lost item, the item will be treated as overdue. Fines will be calculated from the due date to date returned. A refund may be made to the customer for the difference between any amount paid and the amount of the overdue fine.
- Customers may be charged for the replacement of missing pieces of equipment or storage (for instance, a charging cable or book club bag).

### **Damaged Materials**

Customers are liable for the cost of a damaged item, except where such damage is determined to be the result of normal wear and tear. Customers are also responsible for damage to non-book materials, up to the full replacement cost.

### **Collection Agency**

Accounts with a balance of \$50.00 or more may be referred to a collection agency if left unpaid after thirty (30) days. Customers will be charged a fee of \$10.00 by the library for each group of items referred to the collection agency at one time. Referrals of juvenile accounts to the collection agency may be made in the name of the responsible adult who signed for the juvenile card.

### **Restriction of Borrowing Privileges**

Library cards with \$10.00 or more in fines or fees are considered not valid and the cardholder will be unable to check out materials. A parent's or guardian's card may be blocked if the charges on a juvenile card for which he/she has signed exceed \$10.00. Customers who have been banned from the library forfeit all privileges for the period during which they have been banned.