



Borrowing Library Materials

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 charges. 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 their 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 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 one or two discs 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

Naperville Public Library does not charge overdue fines on late materials. However, customers are responsible to return items on time and to pay for lost and damaged materials.

- If a customer has an item on their account that is 7 days overdue, a block will be placed on the account. The customer will not be able to check out any more materials until the late item is returned, at which time the block will be removed.
- Items that are 45 days or more overdue are considered lost, and billing notices shall be produced and sent for such items.
- If an item is not returned within 120 days 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.
- If a lost item is returned 120 days or more after the overdue date, the replacement fee will not be refunded or waived.
- The guardian listed on a juvenile card is responsible for all fees on the juvenile's card.
- 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.

- Customers may be charged for the replacement of missing pieces of equipment or accessories (for instance, a charging cable or book club bag).
- A \$5.00 processing fee will be charged for each lost item.

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.

Recovery Agency

Accounts with a balance of \$50.00 or more may be referred to a recovery agency if left unpaid after 60 days. Customers will be charged a fee of \$10.00 by the library for each group of items referred to the recovery agency at one time. Referrals of juvenile accounts to the recovery 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 charges will have a block placed on the account. The customer will be unable to check out materials until the charges on the account are less than \$10.00. A parent's or guardian's card may be blocked if the charges on a juvenile card for which they have signed exceed \$10.00. Customers who have been banned from the library forfeit all privileges for the period during which they have been banned.

Revision History

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