

LOAN PERIOD POLICY

212 Loan Periods

- I. Purpose
To establish the loan periods for materials owned and circulated by Naperville Public Library.
- II. Scope
The initial loan period for all materials loaned by the Naperville Public Library, the renewal of items, and any limits on loan periods.
- III. Provisions:
 - A. Loan Periods
 1. Books, magazines, audiobooks, compact discs, downloadable books and audiobooks, eReaders, and tablets, and video games circulate for 21 days.
 2. Movie sets containing three discs or more, downloadable movies and music, and multimedia kits and hotspots circulate for 14 days.
 3. All movies (DVD or Blu Ray) containing two discs or less circulate for seven days.
 4. Book Club in a Bag circulates for 6 weeks.
 5. Popular Picks circulate for 21 days and may not be reserved or renewed.
 - B. Extended Loans
For information about extended loans (Vacation Loans, Teacher Requests, etc.) see Policy 211 – Loan of Materials, Section III. C.
 - C. Limits on Loan Periods
The loan period on a class of materials 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.
 - D. Renewals
Materials may be renewed up to 10 times as long as they have not been reserved by another patron. Some restrictions may apply.
 - E. Other
Not all items owned by Naperville Public Library circulate.
 1. For information on materials borrowed from other libraries through the interlibrary loan system, see Policy 214 – Interlibrary Loan Policy.
 2. For information on materials borrowed from other libraries through LINKin, refer to the library’s website.