

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, audio books, compact discs, movie sets containing three discs or more, OverDrive downloadables (ebooks, audio books and music), magazines, and multimedia kits circulate for 14 days.
 2. Movies containing two discs or less and MyLibraryDV downloadable movies circulate for seven (7) days.
 3. HOT movies (DVD or Blu-Ray) circulate for three (3) days.
 - B. Extended Loans
For information about extended loans (Vacation Loans, Teacher Requests, etc.) see Policy 210 – Circulation, Section III. G.
 - 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 that have not been reserved by another patron may be renewed up to five times. Each renewal period shall be the same length of time as the initial loan period. Downloadable materials may not be renewed.
 - E. Other
Not all items owned by Naperville Public Library circulate. For information on materials borrowed from other libraries through the interlibrary loan system, see Policy 214 – Interlibrary Loan Policy.