

RENEWAL OF LIBRARY MATERIALS POLICY

Person Responsible: Phillip Challis
Last Updated: 09/30/08

PURPOSE

The purpose of this policy is to establish guidelines for renewal of library materials at the service desks, through telephone renewal or online through the library website.

RENEWAL OF MATERIALS

- A. Materials may be renewed for 3 weeks and renewed for a maximum of 4 times, with the following exceptions.
 - 1. Interlibrary loans may be renewed if the lending library will renew their material.
 - 2. Prospector Consortium items may be renewed once.
 - 3. Items on HOLD may not be renewed.
 - 4. Items overdue more than 13 days may not be renewed.
 - 5. Items that have reached the maximum number of renewals allowed (4) may not be renewed.
 - 6. Items returned because they are at the renewal limit must be reshelfed for 24 hours before being checked out by the original customer.
 - 7. DVDs and Videos may be renewed for 1 week and renewed for a maximum of 3 times.
- B. Customers whose library cards are delinquent cannot renew materials with the following exception.
 - 1. If the card is delinquent because of overdue items and not because of exceeding the fine limit, and renewal of those items will not put the fine total over the fine limit, the materials can be renewed.
- C. Renewals can be processed with:
 - 1. The customer's library card number and the item numbers.
 - 2. The customer's library card number only.
 - 3. The item number only.
 - 4. The customer's name only.
- D. Library materials may be renewed by calling any Aurora Public Library directly.

TELEPHONE RENEWAL

- A. A 24-hour telephone renewal service is available to the public and operated from the Central Library.
 - 1. Telephone renewals will be processed automatically by the Telephone Renewal Server.
 - 2. If the Telephone Renewal Server is not working, materials may be renewed by calling any Aurora Public Library directly or online through the library web site.

ONLINE RENEWAL

- A. Materials may be renewed online through the library web site.

APPROVED _____ /s/ _____
Director

DATED 7/3/06 _____