

Circulation Policy No. 6

Subject: RENEWAL OF MATERIALS

Adopted by Board July 14, 1993

**Revised February 8, 1995; July 1, 1999; February 9, 2000; September 11, 2002;
October 9, 2002; February 9, 2005; September 15, 2010; March 22, 2017;
March 17, 2021**

Renewal of Materials

The renewal of library materials may be done in person, by telephone, through the Online Library or through checkout stations and public access computer workstations within the Library. The materials eligible for renewal are outlined in Attachment A of the circulation policies. There is no limit to the number of times that an item may be renewed up to one year, as long as there is no reserve on it. An item that has a reserve on it will not be renewed. An overdue item may only be renewed as long as there is no reserve on it and the overdue fines limit has not been reached. The overdue fine amount, however, is still due.

Materials are automatically renewed except for those noted in Attachment A of the circulation policies. Automatic renewal is subject to renewal rules. Opting out of automatic renewal can be done through a staff member.

Interlibrary loan materials are only renewable upon the approval of the lending library. The renewal period is also determined by the lending library.

The Library reserves the right to recall materials and revoke renewal privileges if there is abuse of this policy, since items renewed for extreme periods of time (over 3 months) denies equitable access to materials.

Business, student, teacher, homebound, outreach and the temporary card types are subject to different renewal rules as outlined in their specific policies and/or Attachment D, the Library Card Chart.