

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; April 1, 2024; July 8, 2026**

Renewal of Materials

The renewal of library materials may be done in person, by phone, on the library's website, or the library's app. The materials eligible for renewal are outlined in Attachment A of the circulation policies. Items with no renewal limit listed in Attachment A may be renewed for 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 if there is no reserve on it. Billed materials are not renewable.

Materials are automatically renewed except for those noted in Attachment A of the circulation policies. Automatic renewal is subject to the renewal rules noted in Attachment A. Not all items are eligible for autorenewal. 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 temporary card types are subject to different renewal rules as outlined in their specific policies and/or Attachment D, the Library Card Chart.