

## **Check Out and Renewal Policies**

- Individual card holders may borrow up to twenty items from the library at one time. Patrons with a family card may borrow up to forty items.
- A maximum of eight (8) DVDs may be checked out at any one time.
- Books, magazines, audio books, cake pans and DVDs may be checked out for two weeks.
- Books, magazines, audio books and DVDs all have a seven-day grace period that follows their due date during which no fines accrue.
- Material may be renewed as long as there have been no other requests for it. Generally, a maximum of two renewals is allowed, but this is determined on a case by case basis

## **Returns**

Library materials can be returned directly to the library during operating hours. There is also a drop off box located at the southwest corner of the library.

Please note that all DVD and audiobooks must be returned directly to the library. We ask patrons not to place any CDs/DVDs into the collections box as the discs can fall out of their case and become damaged.

## **Interlibrary Loan (ILL)**

- The Library Board recognizes that no single library can meet all of the demands in its community. Libraries in different political subdivisions can, and should, work together, sharing their services and resources to more fully meet the needs of their users. This public library will at all opportunities cooperate with other libraries to strengthen the services and resources of this library and other libraries.
- Patrons must be library card holders for a period of six months before they will be eligible for interlibrary loan privileges.
- Interlibrary loan should be used whenever possible to meet the needs of this library's patrons when our collection does not supply the requested materials.
- Interlibrary loan should not take the place of providing an adequate collection of our own.
- Requests for interlibrary loan materials should be surveyed periodically to determine if any of these items should be purchased for our collection.
- Interlibrary loan materials that are lost by the borrowing patron will be paid for by that patron.
- Patrons are required to pay for the return postage on any interlibrary loan item received, whether or not they actually check out the item. When the lending library assesses a borrowing charge, that charge will also be passed on to the patron.
- When staff determine that any patron is abusing the interlibrary loan privilege, staff may suspend that patron's privileges. Abuse may consist of keeping an ILL book past its due date, losing an ILL book, or any other situation that jeopardizes Crete Public Library's relationship with the lending library. Generally, the first suspension of ILL privileges will last for 6 months. At the end of that period, the patron may be able to request ILL materials again. In some instances, staff may revoke a patron's ILL privileges for a longer period of time, depending on the extent of the abuse.

*Approved by the Crete City Council, 1 August 2017*