Policy Type: **Policy**

Policy Number: P-01

Policy Title: **Circulation Policy**

Policy Approval Date: January 12, 2015

Policy Review Date: October 7, 2024

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**SEVERN TOWNSHIP PUBLIC LIBRARY**

A signed Severn Township Public Library card must be presented to borrow materials.
Library cards must be used only by the person to whom they are issued.
Loan periods :

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|---|---|---|
| Book / Magazines / Audio material | - | 3 weeks |
| DVD / Blu-Rays | - | 1 week |
| DVD series / Non-Fiction DVDs | - | 3 weeks |
| Launchpads / Views | - | 3 week |
| Music CDs | - | 3 week |
| Video games | - | 1 week |
| Park passes | - | 1 week |

All material may be renewed in person, by phone or on-line. Renewal period is one extension of the original loan period unless there is a waiting list for the item. Then the renewal period will be negotiated according to the length of the waiting list.

There is no limit on the number of most materials which can be borrowed in one visit except that it should be a reasonable number for a three week period.

Patrons are responsible for lost or damaged library materials.

Lost / Damaged materials : replacement cost of material plus a $2.00 processing fee.

There is an after hours book-drop available to patrons.

Requests for material in circulation may be made and these will be placed on hold when they arrive back at the library.

Patrons will be notified by telephone or email that their material is ready for pickup. Reserves will be held for 10 days only.

Special requests for material not owned by this Library may be made to the Librarian on duty.

Interlibrary Loan requests, patron will be notified when and if they arrive at the Library.

Patrons are required to collect their requested item promptly and to return them promptly and in the received condition.

If renewals of Interlibrary Loan materials are made – it should be requested at least a week before the required return date.