

Waterloo Public Library

CIRCULATION POLICIES

Circulation Department services are available during all of the library's public hours.

Check-out period for Library materials is calculated on calendar days.

Check-out Periods Effective November 1, 2016

Express Materials

- Express Books – 1 week with no renewal
- Express DVDs – 3 days with no renewal

Books, Audiobooks, Playaways

- 3 weeks with two 3-week renewals

Blu-ray/DVDs

- 3 days with two 3-day renewals; limit 10 per card

TV Series DVDs

- 1 week with two 1-week renewals

Music CDs

- NEW Music CDs – 1 week with no renewal
- Older Music CDs – 3 weeks with two 3-week renewals

Magazines

- NEW magazines do not circulate
- Older magazines – 1 week with no renewal

Video Games

- 1 week with no renewal; limit 3 per card

Interlibrary Loan Items

- Determined by the lending library

Materials can be renewed in person, over the telephone, or online unless the material is on reserve for another patron.

There is no general limit on the number of materials that can be checked out, except for those noted above; sometimes limits may apply to seasonal material.

All materials except Express Books and Express DVDs can be reserved in person, over the telephone or online. Reserves will be held for the patron for five days.

Fees and Charges

There is a \$2.00 replacement fee charged for lost, stolen or damaged borrower's card.

Fines for all materials are 25¢ per day, except Express Books and DVDs, which are 50¢ per day. Accrual of overdue fines is limited to \$5.00 per item. Patrons who have overdue materials, or owe fines in excess of \$5.00, are unable to check out until some of the fine is paid, or the overdue materials are returned.

The borrower is responsible for lost or damaged material. Maximum fine is the replacement cost of the materials plus a \$5.00 processing fee. Fees for damaged materials are determined by the department head.

Extended Loan Periods

Materials that can be renewed can be checked out for an extended loan period approved at the circulation desk under certain circumstances such as vacations or special programs.

Extended loan periods are also available for materials checked out on Teachers Cards, or through the Third Age Project, or for homebound.

New Card Holders Probationary Period

New card holders will have a three-month probationary period, with a limit of five items of any sort.

Amended by Board of Trustees. 9/15/16
Amended by Board of Trustees. 11/12/13
Amended by Board of Trustees. 2/12/13
Amended by Board of Trustees. 9/14/09
Amended by Board of Trustees. 2/09/09
Amended by Board of Trustees. 3/19/07
Reviewed by Board of Trustees. 1/09/06
Amended by Board of Trustees. 7/14/03
Amended by Board of Trustees. 5/12/03
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