

CHARITON PUBLIC LIBRARY OPERATIONS POLICY
(Approved July 5, 2012)

Borrowing Limits

There is a limit on the number of items a patron may check out at one time. The following limits apply:

Books & Periodicals	No Limit
DVD Movies	3/Card
VHS Movies	5/Card
All other Audiovisual Items	5/Card

Loan Periods

Books & Periodicals	2 Weeks
Music CDs	2 Weeks
Non-Fiction Audio & Video	2 Weeks
DVD & VHS Movies	7 Days

Extensions Items may be checked out, upon request, for a 4-week period to accommodate vacations, illness or other patron needs. The extended checkout time will include the one available renewal.

Educational Loans Items borrowed for use in an educational setting; a classroom, daycare or home-schooling situation, may be checked out for an extended period to meet the needs of a given project. A teacher or other education professional may request an extension at the time of checkout. A student must present documentation in the form of a course syllabus or assignment sheet. Extensions are at the discretion of the Librarian, and may not be granted on high-demand materials. The individual borrowing the items is responsible for their return to the Library and any late fees which accrue.

Renewals

Borrowed items may be renewed in person or by telephone for one additional loan period. The Librarian has discretion to make exceptions to renewal on high demand items or items on reserve. Extended loans cannot be renewed. Items which have holds pending cannot be renewed.

Holds

Patrons may place holds on items through the librarian at the circulation desk. A patron may have 1 hold at a time. A hold can only be placed on an item which is currently checked-out or otherwise unavailable. "Pending" holds remain in the system for 60 days. Once a "pending" hold becomes "ready", patrons will be notified by phone and will have 3 business days following the day of notification to pickup the item before it passes on to the next patron or is returned to the shelf.