

## **LOAN PERIODS, LIMITS, RENEWALS AND HOLDS<sup>1</sup>**

The Hussey-Mayfield Library is a member of the Evergreen Indiana Library Consortium. The loan periods, limits, renewal options and holds policies are set by the consortium and will be used by the Hussey-Mayfield Library.

### **LOAN PERIODS**

The Library loans materials in a variety of formats. Different formats may be checked out for different lengths of time. Due dates will not fall on any date the Library is closed.

### **LIMITS**

Limits on the maximum number of total items allowed for checkout on one library card will be imposed. Similarly, a maximum number of items allowed for checkout of a particular format on one library card will be imposed.

### **RENEWALS OF MATERIALS**

Patrons may renew some formats of materials up to a pre-determined number of times if there are no holds on these items placed by another customer. If holds exist, the items may not be renewed.

Patrons may request a longer circulation period at check out on some items to accommodate personal needs, e.g. vacations; however, such requests may not be possible for items that other patrons have requested.

### **HOLDS ON LIBRARY MATERIALS**

In general, patrons may place holds on items that are currently checked out to other patrons or place holds from home/office via the Library website on items on the shelf in the Library. Patrons are permitted a pre-determined number of holds at any one time. If the hold is placed on an item that is owned by another Evergreen Indiana library, the item will be sent to the Hussey-Mayfield Library via a courier and may take a week or longer to arrive.

Patrons from other Evergreen Indiana libraries may not place holds on items from the Hussey-Mayfield Library's collection for the first 6 months an item is new to the Hussey-Mayfield Library. Similarly, Hussey-Mayfield Library patrons may not place holds on any items that are new to other Evergreen Indiana libraries for the first 6 months the items are new in the other libraries' collections.

### **EXCEPTIONS**

When a patron's account exceeds a pre-determined maximum amount owed in fines, fees and replacement charges for lost materials, the patron's card will be blocked from being able to check out additional materials, including renewals, until the total charges on the account drop below this pre-set maximum amount.

When a patron's account reaches a pre-determined number of overdue items, the patron's card will be blocked from being able to check out additional materials, or renew currently checked out materials until the total number of overdue items on the account drops below this pre-set maximum amount.

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<sup>1</sup> Information about lengths of loan periods, and renewal and hold limits is available at the Circulation Desks at the Library and on the Library's website.