



BARTLETT PUBLIC LIBRARY DISTRICT LOAN PERIODS, RENEWALS, AND FINES POLICY

Patrons can renew eligible items by calling the Library or by using the Library’s website and accessing their accounts online.

Items not eligible for renewal are those that have hold requests and those that have used up all renewal periods. Library of Things items are not eligible for renewals. Interlibrary loan renewals are determined by the lending library. See the Library’s Interlibrary Loan Policy.

Additionally, eligible items will be automatically renewed three days before the items are due and the new due date will be from the original due date based on loan period length of the item (typically one or three weeks). The automatic renewal will occur for the number of renewals allowed for the item. An email alert will be sent to the patron.

Library staff have the discretion to determine loan periods for certain materials which may include items that are needed for in-house use, senior service delivered materials, book discussion materials, outgoing Inter Library Loan materials and et cetera.

Overdue fines will not exceed \$15.00 per account. This does not include lost or damage charges or any other charges, such as printing, faxing, etc.

Material Type	Loan Period	Renewals	Fines
Video Games	1 week	2	\$1.00
DVDs	1 week	2	\$0.25
Streaming Devices	1 week	2	\$0.25
Library of Things*	1 week	None	\$1.00
Hotspots	3 weeks	2	\$0.25
Books	3 weeks	2	\$0.10
Magazines	3 weeks	2	\$0.10
Music CDs	3 weeks	2	\$0.10
Audio Books	3 weeks	2	\$0.10
Children’s Puzzles	3 weeks	2	\$0.10
Children’s Flashcards	3 weeks	2	\$0.10
Kits & Packs	3 weeks	2	\$0.10
Interlibrary Loaned Items	Determined by the lending library	Determined by the lending library	\$0.10

**Library of Things collection may only be loaned to Bartlett Public Library District cardholders and must be checked out on an Adult card.*