

Bucks County Free Library

**CIRCULATION SERVICES**

**BORROWING AND RENEWING MATERIAL**

**Policy Statement**

Bucks County District member libraries establish loan periods, renewals, and loan limits to facilitate equitable access to library materials and information for Bucks County library users. Loan periods and limits have been established to provide users with adequate time to use library materials and return them for use by others.

**Regulations**

To borrow or renew materials, a user must have a valid library card and PIN and less than \$20.00 in overdue fines and fees.

Loan limits

No user may have more than 100 physical items checked out at any given time.

Some material types have additional limits on the number of items a patron can check out. The majority of items are renewable once or twice. See the Loan Rules Table for a full list.

Borrowing Material

A loan period is the total number of days that a user may keep a specific item.

The standard loan period for library material is 21 days. New material and high demand items may have 7 or 14 day loan periods. See the Loan Rules Table for a full list.

If a library closed because of inclement weather, the loan period is automatically extended 1 day for each day the library is closed.

The library reserves the right to limit the number of items a user may check out within the same subject area.

Library material is due on the date printed on the receipt issued at checkout and noted in the library user's online account.

Most library material borrowed from a public library in Bucks County may be returned to any public library in Bucks County. Library material must be returned within the building itself or deposited in the library's official book-drop. The material will be checked in using the actual date returned and then sent to its owning library, if applicable. Book drop returns processed

at the beginning of the business day will be recorded as though they were returned before midnight the day before.

Interlibrary Loan material must be returned to the library where it was picked up.

#### Renewing Material

Library materials which do not have holds on them will be automatically renewed (up to the maximum number of renewals) the day before they are due. Some exceptions apply (see Loan Rules table) and an email will be sent to borrower to confirm which items were successfully renewed. Library materials can also be renewed in person at the library or through a user's online account. Library materials do not need to be present to be renewed at library service desks or kiosks.

To confirm due dates or renew by phone, a caller must verify the contact information associated with the account. The caller must speak with a staff person. Email or voicemail messages requesting renewals are not accepted.

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