

CIR-2: Loan and Renewal Policy

Adopted: 10/17/2013; Last Revised: 5/21/2020

Policy Statement

To make materials available to all customers on an equal basis, the Orion Township Public Library (OTPL) sets limits on loan periods and on the number of renewals allowed.

Regulations

1. Renewal of library materials owned by OTPL may be done in person, by telephone or online. Materials owned by OTPL that are available for renewal will be automatically renewed by our software system, according to the policies set by the library. See also *Interlibrary Loan Policy* for limits and regulations on items not owned by OTPL.
2. If an item has a hold on it for another patron, it cannot be renewed.
3. Once an item has been renewed for the maximum number of periods allowed it must be returned to the library so that it can be made available for other customers.
4. Loan periods, number of renewals, and number of holds per item type will be established in the *Loan, Renewal and Hold Schedule* by the library director based on demand, collection size, material type, and lending source.
5. Extended loan periods may be available upon request at the time of checkout. Any item that is on hold for another customer cannot be renewed.
6. Patrons meeting the Maximum Outstanding Fee Limit as defined in the *Fines and Fees Policy* may not check out materials.
7. Patrons claiming an item was returned or never had even though the item is still checked out on their account must sign a Claims Returned Form to be kept on file at the library. The second instance of a Claims Returned item is subject to a Claims Returned Administrative Fee as defined in the *Fines and Fees Policy*.
8. In compliance with the Library Privacy Act¹ only authorized users, parents or legal guardians will be provided detailed information on any library account.
9. The library reserves the right to make some materials non-circulating and only available for in-library use.
10. A patron who lives in the library service area who wishes to challenge a library policy or any portion of a library policy should follow procedures as outlined in MGT-15: Appeals Process Policy.

¹ MCL 397.603 *et seq.* Library Privacy Act.