

Circulation of Library Materials Policy

Loan Periods

The following loan periods, limits and fines apply.

Library Material	Loan Period	Renewal Periods	Holds Allowed	Limit per Household	Limit per Account
Books	2 weeks	3	Yes		Unlimited
DVD	7 days	3	Yes		4
Reserve	2 weeks	Varies	Yes		15
ILL	Varies	Varies	No		2
Holiday Books	2 weeks	3	Yes	2	
Magazines	2 weeks	3	Yes		10
Audio Books	2 weeks	3	Yes		15
Steam To Go Kits	2 weeks	None	Yes	1	1
Workforce Laptops	3 weeks	None	Yes	1	1

The maximum number of items any borrower may have charged out on their library card is 50 items.

All material must be returned undamaged. Library users are responsible for any damage (full or partial) incurred while the material is checked out to them.

Notification Preferences

Email Notification

Patrons who have signed up for **email notification** will receive an email for overdue items, a holds pick-up notice and upcoming due dates notice.

Text Notification

Patrons who have signed up for **text notification** will receive a text for overdue items, a holds pick-up notice and upcoming due dates notice.

Telephone Notification

Patrons who have signed up for **telephone notification** will receive a phone call for overdue items and items requested that are ready for pick-up.

Reserves

Reserve items will be held for 5 days on the hold shelf.

Renewals

Most library materials may be renewed for 3 additional loan periods provided there are no reserves or holds on the material(s). Material may be renewed in person, by telephone, or via the Internet. Individuals seeking to renew items must have their library card number when they call.

The Board of Trustees of the Barren County Public Library reserves the right to amend any or all of the above regulations or restrictions without notice at any time.

Approved: September 22, 2009

Amended : June 28, 2011

Amended: August 25, 2015