

## 302: Borrowing

Created:	March 2020	Updated:	August 2022, November 2024
----------	------------	----------	----------------------------

### LOAN PERIOD

The library sets loan periods and loan limits in order to provide patrons with fair and reasonable access to the library's resources. The library sets limits on the length of time that an individual can keep a specific type of item in order to more fairly distribute limited resources. Most items circulate for 3 weeks. New and Lucky Day movies circulate for 1 week.

The following items do not circulate:

- Reference Material
- Newspapers
- Current magazines

### ITEM RENEWAL

Most items renew up to three times as long as someone else has not placed a hold on them. Lucky Day items are non-renewable. All items will be renewed automatically provided another patron is not waiting for the item.

### EXTENDED LOAN (VACATION)

Extended six-week loan periods are allowed for most Northbrook items and may be requested at check out. Lucky Day and new movies are not available for extended loans.

### HOLDS

Any person with a card registered in the Cooperative Computer System (CCS) database may put items on hold to be picked up at the library. Preference is given to Northbrook cardholders. Non-circulating items and Lucky Day items are not eligible for holds.

## DAMAGED ITEMS

As a library that circulates a high number of items annually, the Northbrook Public Library recognizes that normal wear and tear and accidents happen. As such, the library does not charge patrons for damaged items for any items borrowed within the CCS consortium. Damage fees for materials borrowed outside of the consortium will be assessed based on the Illinet Interlibrary Loan Code.

## LOST ITEMS

Items borrowed from within CCS and not returned after being overdue for six weeks will be considered lost. Lost items are billed to the patron account at the replacement cost. The lost item may be returned to the library in good condition within 30 days of the billing date. Replacement copies are not accepted in lieu of payment. Lost item fees for materials borrowed outside of the consortium will be assessed based on the Illinet Interlibrary Loan Code.

## MISSING ITEMS

An item containing multiple parts cannot be checked in until all parts are accounted for. If a part is lost, the entire item will be considered lost and the replacement cost will be assessed.