

# Loans, Renewals, Holds, ILL

## Loans

1. New Adult fiction releases: 2 weeks
2. All other books: 3 weeks
3. Magazines (back issues) 2 weeks. **New** magazines do not circulate.
4. Audio books on CD: 3 weeks
5. Music CDs: 3 weeks
6. DVD's: 1 week (\$1.00 per day fine)
7. Most DVD's: 1 week (as marked)
8. DVD's: TV Series and Non Fiction (Single Disk) 1 week (as marked)
9. DVD's: TV Series and Non Fiction (Multiple Disks) 2 weeks (as marked)
10. Non-fiction DVD's: 2 weeks (as marked)
11. LIBBY Digital Library eBooks. The book will remain accessible on your E-reader for 21 days and will automatically be returned on the due date. If the material has a hold on it, it may not be renewed.
12. LIBBY Digital Library Magazines can be borrowed for 7 days, or 14 days. Your choice.
13. LIBBY Digital Library Audiobooks may be **downloaded for 14 days**.

## Renewals

1. You may renew Butler Library materials for the length of the original loan, except for those items that have been reserved for other patrons. To renew your materials online please go to the online catalog account on our website and use your barcode and PIN, or visit the library.
2. New Fiction books have no renewals for the first three months they are on the shelf. After three (3) months one (1) renewal is given on a new book. All other books and DVDs have a one (1) automatic renewal.
3. DVD's have a one (1) week renewal.

## Holds

1. If you would like an item from the library collection that is already out on loan, we can place a hold on the item or you may go to the online catalog to place a hold on the item via your home computer. You will need to log in with your barcode and PIN number (usually the last four digits of your phone number). You will be notified when the item is available for pick-up..
2. Holds need to be picked up within a week or they will be sent back to the "owning" library.

## **Inter-Library Loans**

1. Should you want materials that are not available at the Butler Library, we can place a hold on it for you from another library. You will receive a robotic notification or email when your item/s become(s) available.

**Circulation Desk**: Return any Library materials to any staff member at the Circulation Desk to be checked in by a staff member. Overdue materials will be automatically charged to the patron's account at this time. Fines should be paid as soon as possible.

**Payment** for overdue Library materials and/or lost items can be made in person at the Circulation Desk. Cash or check only.

**Book Drop**: Library materials may be placed in the book drop outside the Library at any time. However, magazines must be dropped off at the circulation desk for check in, not the book drop. There is a one day "grace period" for those materials placed in the book drop and dates altered for holidays and summer hours when the Library is closed

\*\*Please **do not** put any book donations in the book drop.

**Borrowing** privileges will be suspended for patrons who have fees in excess of \$10.00. When the fees have been settled, privileges are restored.