

**Caldwell Public Library  
Circulation Policies**

**Loan Periods and Renewals**

<u>Item Type</u>	<u>Loan Period</u>	<u>Renewal</u>	<u>Fine per Day</u>
Books	21 days	2	N/A
New Books	21 days	1	N/A
Audiobook	21 days	2	N/A
New Audiobooks	21 days	1	N/A
Musical CDs	21 days	2	N/A
Magazines	21 days	2	N/A
DVD	7 days; multi-disk sets: 14 days	2	N/A
New DVDs	7 days	1	N/A
Museum Passes	7 days	0	\$10 / day
WiFi Hot Spots	14 days	0	N/A
Puzzles	14 days	1	N/A
STEM Kits	14 days	0	N/A
Interlibrary Loans	Date set by lending library	0*	Set by lender
Digital Material (Libby, Hoopla, Kanopy)	48 hours - 21 days, depending upon content type, publisher, and platform	Renewals are not automatic; item removed from device.	\$0

**Renewals**

Items will be automatically renewed unless there is a hold for the item from another patron or renewals have expired

\*Items obtained through Interlibrary Loans do not automatically renew if outside of the PALS Plus library system. Patrons wishing to renew an item received via Interlibrary Loan should contact the Circulation Staff to determine if the lending library can accommodate a renewal.

**Borrowing & Hold Limits:**

Cardholders can borrow up to 75 items and place 50 items on hold. Exceptions are digital items, which allow the following:

Libby: 5 items checked out at a time; 5 holds at a time.

Hoopla: 15 items per month; streaming service - no holds.

Kanopy: 8 items per month; streaming service - no holds

**Fines**

Caldwell Public Library is a fine-free library and strives to reduce barriers to access. Please refer to the Loan Periods and Renewals for up to date information. All collections are subject to periodic review and changes will be made in conjunction with approval from the Board of Trustees.

**Overdue and Lost Items**

Borrowers are responsible for returning or renewing items before the due date. If not returned by the due date, the item will be labeled as overdue and the patron will be notified. Items are declared lost after they have been overdue for 30 days\*, and a replacement fee will be charged to the patron's account.

A replacement fee is determined by the official vendor's pricing of the lost item plus any related processing fees from the vendor. Replacement fees will vary depending on the type of item that is lost. Replacement fees for books owned by other libraries are determined by the owning library.

A borrower will be blocked if they have 5 items overdue or owe \$5.00 or more.

\*Please note the time period until an item is marked "Lost" may be subject to change based on PALS Plus policies or as needed by the Director in consultation with the Board of Trustees to ensure that materials return in a timely manner to make them accessible to others.

**Claims Returned**

Patrons will be limited to three (3) incidences of claims returned items. A fourth incident will result in a patron being barred until the matter is resolved.

*Approved by the Caldwell Public Library Board of Trustees September 21, 2022.*