LOAN PERIOD POLICY

212 Loan Periods

I. Purpose
   To establish the loan periods for materials owned and circulated by Naperville Public Library.

II. Scope
    The initial loan period for all materials loaned by the Naperville Public Library, the renewal of items, and any limits on loan periods.

III. Provisions:
   A. Loan Periods
      1. Books, magazines, audiobooks, compact discs, downloadable books and audiobooks, eReaders, and tablets circulate for 21 days.
      2. Movie sets containing three discs or more, downloadable movies and music, and multimedia kits circulate for 14 days.
      3. All movies (DVD or Blu Ray) containing two discs or less circulate for seven days.

   B. Extended Loans
      For information about extended loans (Vacation Loans, Teacher Requests, etc.) see Policy 211 – Loan of Materials, Section III. C.

   C. Limits on Loan Periods
      The loan period on a class of materials may be reduced at the discretion of a supervisor due to seasonal demand or the inclusion of those materials as part of a class assignment.

   D. Renewals
      Materials may be renewed as long as they have not been reserved by another patron.

   E. Other
      Not all items owned by Naperville Public Library circulate. For information on materials borrowed from other libraries through the interlibrary loan system, see Policy 214 – Interlibrary Loan Policy.