

**TEMISKAMING SHORES PUBLIC LIBRARY
POLICY**

SUBJECT: Loan periods, Renewal, Reserves
AMENDMENT DATE: January 20, 2021
NEXT REVIEW DATE: 2nd quarter 2025

POLICY NO: Circ-3
MOTION NO: 2021-6

Loan Periods

1. The normal loan period for circulating library materials is twenty-one (21) days.
2. Special materials, such as DVDs, snowshoes, Provincial Park Passes, Wifi Hotspots and other materials may have a different loan period.
3. The lending library sets the loan period for inter-library loan materials.
4. Some reference works, some local history materials and all newspapers are not available for loan
5. At the discretion of the librarian, a longer loan time may be available for library patrons who will not be available to return materials within the 21 day loan period.

Renewals

1. Most circulating library materials may be renewed for up to two (2) loan periods.
2. No renewals will be granted for items that are on reserve (on hold) for another patron.
3. Renewals may be made by telephone, in person by email or via the patron's online library account.
4. Interlibrary loans will only be renewed with the cooperation of the lending library.

Reserves

1. Library items may be reserved (placed on hold) in person, by telephone, by email or via the patron's online library account.
2. When the item becomes available, the patron will be notified and asked to pick up the item within the next 5 business days.

3. Items will be held for 5 business days before being passed along to the next patron on the list.

Returns

1. Materials borrowed may be returned to the library at the circulation desk or in the drop-box at the library.
2. Patrons are required to return or renew materials on or before the due date.

Circulation Records

Library Circulation and membership records will be used in accordance with *Confidentiality of Patron Information, Circulation Policy Circ-5*

(January 20, 2021)