



SECTION 200 – Circulation	POLICY #	SUBJECT Circulation of Library Materials
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Circulation of Library Materials

General

Library materials circulate for 7, 14 or 21 days.

Borrower Limits by Borrower Type

Borrower Type	Total checkout limit of physical items	DVD limit	Wi-Fi Hotspots	Video Games	Overrides, exceptions allowed
Adult All-Access Cardholder, Juvenile All-Access Cardholder, Juv. without internet access, Organizational Cardholder, NNPL Staff,	50 items at one time	20	1	2	Yes
Juvenile Connect Cardholder, NN Public Sch Student	5 print Juv or YA print items	NA	NA	NA	Yes
E-card Patrons	No physical items, only e-resources	NA	NA	NA	NA

Renewals

Renewals may be made in person, by telephone or online. Items without a hold may be renewed up to three times. The system automatically renews items on their due date. This policy does not apply to interlibrary loan materials or Wi-Fi hotspots.

Fines and Fees Related to Circulation

Borrowing privileges are automatically suspended when the amount of money owed reaches or exceeds \$5 in fines and/or fees. Juvenile All-Access Cardholders, JuvwithoutInterntaccess, Connect Cardholders, NN Public Sch Student, and Staff borrower types are not charged overdue or late renewal fines. There is a 7-day grace period before fines start to accrue on adult accounts. Service to Wi-Fi hotspots is cut off the day after the due date. The following fines and fees are assessed automatically upon check in or renewal:

Fines per day, per item, on an adult library card:

All adult materials	\$0.15
All children's material (checked out on an adult card)	\$0.05
Unclassified paperbacks (Call # PBK)	\$0.05
Wi-Fi hotspots	\$0.15
Maximum charge per item	\$5
Interlibrary loan	\$0.50
Maximum charge per ILL item	\$15

Refunds

Lost or paid items that are returned or recovered within 60 days are eligible for a refund. The branch will notify the administrative office to request a refund. Administrative staff utilize the LS2 report called "Amounts Paid and Waived at Location" to submit a request for a refund from the City of Newport News' finance office.

Vacation Loans

Vacation loans with longer loan periods are allowed at the discretion of a supervisor. In general, older materials with no holds may have their loan periods extended.

Reserves/Holds/Loans

- Any circulating item owned by NNPL (with the exception of "No Reserve" items) may be put on reserve by any library user.
- Staff should ask patrons for consent to be allowed to place the patron on hold for favorite authors, genres, bestsellers, or series.
- A reserve item will be held for a user for eight days only.

Reference Materials

Patrons cannot check out reference materials and must use such material inside the Library. Sometimes other branches, City agencies, or City departments request permission to borrow reference materials either overnight or on a short-term basis. Occasionally, a City department is granted an overnight loan of reference materials at the discretion of the director of Libraries and Information Services or designee.

Periodicals

- Adult magazines do not circulate and must be used in the Library.
- Some high-risk periodicals may be kept in controlled locations. To view these, users must provide their library card or driver's license.
- Children's and young adult magazines over one year old can circulate for 14 days on the honor system and at branch discretion.

Library Administration Materials

- City staff with a valid library card may check out library administration materials.

APPROVAL
