

## **710 / Circulation**

### ***Loan Periods, Renewal Periods, and Limits of Materials***

The following loan periods on circulating materials are in effect:

<b><u>Adult Services Department</u></b>	<b><u>Loan Period</u></b>
Books-fiction & nonfiction (new)	2 weeks
Books-fiction & nonfiction (older)	3 weeks
"Lucky Day" books	1 week
Audiobooks (new)	2 weeks
Audiobooks (older)	3 weeks
Compact discs (new)	2 weeks
Compact discs (older)	3 weeks
DVDs (fiction)	1 week
DVDs (nonfiction)	3 weeks
DVDs (3+ discs)	2 weeks
Library of Things	2 weeks
Graphic Novels (HS and Adult)	3 weeks
Magazines	3 weeks
Video games	1 week
Playaway (preloaded audiobook)	3 weeks
Playaway (Launchpads-preloaded tablet)	3 weeks
Devices (tablets, Wi-Fi hot spots)	2 weeks
Com-Ed Kill-A-Watt Meter	3 weeks
Tote Bags	3 weeks
Board games	3 weeks
Laptops	4 hours

<b><u>Youth Services Department</u></b>	
Books-fiction, nonfiction, Braille	3 weeks
Audiobooks / Wonderbooks	3 weeks
Board games (includes card games and some puzzles)	3 weeks
Compact discs	3 weeks
DVDs (fiction)	1 week
DVDs (nonfiction)	3 weeks
DVDs (3+ discs)	2 weeks
Video games	1 week
Illustrated novels	3 weeks
Magazines	3 weeks
Playaway (preloaded audiobook)	3 weeks
Playaway (Launchpads-preloaded tablet)	3 weeks
Puppets	3 weeks
Puzzles	3 weeks
Kits (Learning Kits, Ready to Read Together, STEAM, Phonics, etc.)	3 weeks
Toniebox player	3 weeks

Devices (Toniebox figurines)	2 weeks
Tote Bags	3 weeks
Board games	3 weeks
Bicycle locks (for use on-site)	1 day

At the discretion of library staff, loan periods may be decreased and limits may be imposed due to high demand. Specific limits are as follows:

- 20 DVDs per patron
- 5 video games per patron
- 2 Lucky Day items

Items may be renewed up to two times if no other patrons are waiting.

The loaning period of an interlibrary loan is determined by the type of material. These materials may be subject to recall by the loaning library.

Seed packets are available for checkout by Villa Park cardholders as part of the Seed Savers Exchange program. As such there is no loan period assigned. After proper training, gardeners can share homegrown seeds through the library as part of this program.

Book discussion books will be due the day after the scheduled book discussion.

If there are no holds on the item, library materials may be renewed. Exceptions are ~~Speed-Zone~~ Lucky Day materials which cannot be renewed.

### ***Vacation Loans and Limits***

A patron may borrow up to a maximum total of ten items for a vacation loan. These materials may not be currently on reserve and shall not include any items marked as "new".

Vacation loans will not exceed a six week loan period.

Reference materials and newspapers do not circulate and are for in-library use only.

Approved 01/08/1992

Revised 09/27/1995

07/29/1998

10/28/1998

03/24/1999

05/28/1999

01/24/2001

04/23/2003

01/28/2004

12/28/2005

06/25/2008

04/22/2009

06/23/2010  
03/23/2011  
03/28/2012  
11/28/2012  
04/20/2013  
03/26/2014  
12/22/2014  
09/16/2015  
05/23/2018  
08/25/2021  
03/23/2022  
04/24/2024  
04/22/2026