

## **Lending Policies**

1. A Worth cardholder may have a total of twenty-five [25] items checked out on his/her Worth library card at the same time. The Worth Public Library limits the number of the following materials that may be checked out on a Worth Public Library card at the same time:

<b>Material</b>	<b>Number that may be checked out on a Worth Patron's card at the same time</b>
Videos VHS, DVD's, Blue-Ray's or a combination of VHS, DVD's, and Blue-Ray's	Three [3]
CD-ROM software	Three [3]
CD's Music CD's or CD audiobooks or a combination of music CD's and CD audiobooks	Ten [10]
Video games	One [1]
Pre-loaded digital media (Playaway digital audiobooks)	Three [3]

These limits apply to Worth Public Library cards wherever they are used. These limits will also apply to reciprocal borrowers; if the reciprocal borrower's home library has established a different limit, whichever limit is lower shall be applied.

2. Materials may be renewed two [2] times, for the material's regular loan period, provided there are no holds on the material.
3. Materials owned by the Worth Public Library District may be renewed by phone or via Internet (if the patron has established a SWAN account). Accumulated fees or fines owed on such items will be added to the patron's record.
4. Bestsellers and other materials with more than three [3] holds may be checked out for two [2] weeks only with no renewal.
5. Feature film (fiction) videos and DVD's may be checked out for two [2] days with a charge of \$1.00 per video or DVD checked out or renewed. Some multi-disc sets may be checked out for one week; such sets are designated with "7 DAY LOAN" labels

on the items. Non-fiction videos or DVD's may be checked out for one [1] week at no charge. New videos or DVD's may not be placed on hold.

6. Current issues of periodicals and certain materials designated "Reference" may be used in the library only. They may not be checked out.

7. The Worth Public Library District is not liable for any damage caused to patrons' property due to the use or misuse of library-owned materials, including videos, DVD's, audio tapes, compact discs, or computer software.

8. Materials may be designated "Reserve" for a short time if they are in high demand, such as those needed to complete a homework assignment given to all of the area students in a certain grade.

9. Materials not available from the Worth Public Library District may be requested through interlibrary loan for Worth Public Library District cardholders. Worth Library staff may place holds for Worth cardholders and will also inter-library loan Worth Reading Roundtable selections for participants in that program. Patrons with Internet access may also place their own holds by setting up a SWAN online account. Inter-library loaned materials may be subject to fees, fines, and/or lending policies designated by the owning library. A Worth cardholder may have up to fifty [50] holds on his/her card at the same time.

10. The Worth Public Library may cancel interlibrary loan requests or return newly arrived interlibrary loan materials if the patron requesting these materials has reached or is near overall checkout limitations.

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President, Board of Trustees