

Topic: Collection Development and Management – Circulation

3.8 Renewals

Board Motion Number:	17.025
Date of Original Board Motion Number:	November 19, 2007
Date of Current Issue:	March 28, 2017
Date of Next Review:	2019
Attachments:	None

Signature of Board Chairperson (and Date):

Policies

The North Kawartha Public Library will implement an efficient renewal process for Library materials.

Procedures

1. Borrowed materials may be renewed over the telephone, website and by e-mail.
2. Items that have not been reserved or put on hold may be renewed.
3. Patrons will not be permitted to renew items if they have any outstanding overdue fines.
4. Renewal requests for materials obtained through interlibrary loans may be requested from the lending library by Library staff. Requests for the renewal of interlibrary loan material must be received at least three days before the due date.
5. If a reserve has been placed on any materials (as indicated on the computer), renewals are not permitted and the item must be returned by the due date.
6. The Circulation Desk Handbook (available at the circulation desk) will contain detailed procedures for renewing Library materials on the computer.