Policy 3020: Circulation of Library Materials

Adopted: unknown
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I. Loan Periods

Library Material	Loan Period
Books	21 days
Hot Books	14 days
Periodicals	7 days
Audiobooks	21 days
Music CDs	21 days
Vinyl Records	21 days
Kits/STEM Kits/Early Learning Kits	21 days
Theme Bags	21 days
Playaways	21 days
DVDs/Blu Ray/4k	7 days
Holiday Books (Picture Books)	7 days
Videogames	7 days
Digital Projector	7 days
Wi-Fi Hotspot	7 days
Launchpad	21 days
Library of Things	various

Some items may only be available for Algonquin Area Public Library District cardholders. Most items are available to fill requests at other libraries, but some are only available for pickup at an AAPLD location. Renewals vary depending on library material and hot/new status.

II. Loan Limits

Algonquin Area Public Library District cardholders may have a maximum of 150 items checked out at any given time. In order to make the best use of our resources, the Algonquin Area Public Library District reserves the right to change loan limits on individual collections at the discretion of Library staff. All materials must be returned undamaged. Library users are responsible for any damage incurred while the materials are checked out.

III. Renewal of Materials

Library materials may be renewed provided there are no open requests for the items. The Library reserves the right to limit the number of renewals on select materials. Items that are eligible for renewal will be renewed automatically three days before the due date.

IV. Library of Things

The Library circulates a dynamic collection of items from the Library of Things. This collection is composed of less traditional library items that may be checked out for use inside or outside of the library. The Library may make some items from the Library of Things available for checkout by reservation in order to allow access to items for a specified date. Reservations may be made up to 90 days in advance of the specified date. Checkout periods will vary by item. A complete list of items and replacement costs is available upon request. Library users are responsible for any loss or damage to the items while they are checked out. Due to the nature of the items in this collection, replacement costs may be higher than that of more traditional library items. Any reserved item that is returned late will incur a $20 per day late fee.