



SECTION	POLICY #	SUBJECT
<b>200 – Circulation</b>		<b>Circulation of Library Materials</b>

### Circulation of Library Materials

#### General

Library materials circulate for 7, 14 or 21 days.

#### User Limits

NNPL allows users to check out up to 50 items at any time. The checkout limit for DVDs is 20; video games is two, and Wi-Fi hotspots is one. A block for exceeding the 50 item limit may be overridden at the discretion of a supervisor.

#### Renewals

Renewals may be made in person, by telephone or online. Items without a hold may be renewed up to three times. This policy does not apply to interlibrary loan materials, video games or Wi-Fi hotspots.

#### Fines and Fees Related to Circulation

Library cards with a JJ or JF status (under 18) or staff accounts are not charged overdue or late renewal fines. There is a two-day grace period before fines start to accrue on adult accounts. Service to Wi-Fi hotspot units is shut off after the grace period expires. The following fines and fees are assessed automatically by Virtua 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

##### Other fees

Failure to pick up reserve/hold item (assessed after 8 days)	\$1
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## **Refunds**

Lost or paid items that are returned or recovered within 60 days are eligible for a refund. Record of payment can be found in the patron's audit log or on the item's audit log. Refunds are issued through the City of Newport News' finance office. The branch will notify the administrative office to request a refund.

## **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, video games and Wi-Fi hotspots) may be put on reserve by any library user.
- Wi-Fi hotspots may not be reserved and are housed at the Pearl Bailey Library. They must be checked out and returned to the Pearl Bailey branch.
- 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  
