

Circulation Policy

Policy Statement

To make materials available to all customers on an equal basis, the Thornton Public Library sets limits on loan periods and on the number of renewals allowed. Some library materials may have a shorter loan period or fewer renewals due to high demand, limited collection size, material type, or lending source.

Regulations

1. The loan or renewal of library materials owned by the Thornton Public Library may be done in person, by telephone or online on our library catalog. See also ***Interlibrary Loan*** Policy for limits and regulations on items not owned by the Thornton Public Library.
2. Most printed materials may be renewed up to two times, as long as no one else is waiting for the materials or has a hold on the materials. Thornton participates in auto-renewal. If materials do not have a hold on them, they will auto-renew up to two (2) times. It is the responsibility of the patron to verify the item automatically renewed.
3. Extended loan periods may be available upon request at the time of checkout. Any item that is on a holds list cannot be renewed.
4. Fines due at the time of renewal are still due.
5. Customers with a balance of \$5 or more may not check out, renew or hold materials.
6. In compliance with the Library Privacy Act only authorized users, parents or legal guardians will be provided detailed information on any library account.
7. The library reserves the right to make some materials non-circulating and only available for in-library use.
8. Loaning periods for materials vary. DVD's and Magazine have a loan period of one (1) week. Books, Audiobooks, Kits, Playaways, and Wonderbooks have a loan period of two (2) weeks. Reference materials are non-circulating and only used within the library.
9. Materials check outs are limited to twenty-five (25) total items per library card. DVD's are limited to five (5) in each Children's and Adults. DVD's can only be checked out on an adult library card, by an adult. Magazines are limited to five (5) total. Reference materials are not circulating and for in library use only.
10. Reciprocal Borrowing is available through the Thornton Public Library. As a member of Reach Across Illinois Library Systems (RAILS) and the System Wide Automated Network

(SWAN), your library card is seamlessly active at all RAILS member libraries. Additionally, your card can be activated at Chicago Public Library.

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