

Lincoln Public Library Board
POLICY MANUAL

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DATE: March 2001 REVISED: October 2005; November 2008; May 2009, June 2011;
February 2014; May 2015; June 2016; September 2016; May 2017

The Circulation Policy of the Lincoln Public Library exists to facilitate the community's and Evergreen Consortium patrons' access to the materials and information contained in the Library's collection free of charge in accordance with the ***Ontario Public Libraries Act 1990, Sec. 23.***

1. Loan Periods and Limits

- i. Patrons must present their library cards.
- ii. Circulating materials have a loan period of 21 days, with the exception of:
 - 7 day loan period**
 - DVDs
 - Magazines
 - Express Loans (no holds)
- iii. Upon special request, adult staff may authorize longer-term loans.
- iv. Shut-in patrons and institutional deposits may have up to a 6 week loan.
- v. Interlibrary loans to other libraries will have an 8 week loan.
- vi. Reference materials may not be loaned. However, adult staff may authorize the short-term loan of a reference item under special circumstances.
- vii. Patrons may borrow up to 99 items at a time and 3 items per topic.
- viii. Children, under the age of 16, are not permitted to borrow DVDs.
- ix. Items may be returned in either library's book drop twenty-four hours a day. Items returned in the book drop before opening will be considered returned on the previous day.
- x. Patrons may borrow from and return materials to any branch of the Lincoln Public Library and to any branch of the LiNC partners.

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2. Renewals

- i. Materials with reserves cannot be renewed.
- ii. Materials may be renewed once for a total period of six weeks unless they are 7 day loan items which are renewed for an additional 14 days.
- iii. Staff may grant further renewals under special circumstances.