



## **CIRCULATION POLICY**

### **RENEWAL**

Print materials and most non-print materials owned by the Berwyn Public Library may be renewed one time for one loan period unless a reserve has been placed on the material. Non-renewable material(s) or material(s) that have already been renewed one time may be transferred from one library card to another library card one time only. If there is a reserve on the material, it cannot be renewed or transferred and must be returned.

Renewals on materials may be completed either in person at the library, over the telephone or via the Internet. For telephone renewals, the patron must have his/her library barcode as well as the barcode numbers or titles for each item to be renewed. Items overdue 1 week or more may not be renewed.

Non-print materials that may not be renewed include Fiction and Juvenile Fiction videos and DVD's; all CDRoms; and adult kits.

Nonfiction videos may be renewed one time for one week, if the item is not overdue. Overdue videos and DVD's may only be renewed in person, after applicable fines are paid.