

Estes Valley Library

Library Card: Loan Periods, Renewals and Requests Policy

When you apply for a library card, you agree to return borrowed materials on time, be responsible for lost or damaged items and pay all fees that are assessed to your account.

You must present your library card to check out materials.

Your library card is valid as long as you use it at least once every three years. If three years pass without use, your account will be canceled and you will need to reapply for a Library card. If your card is lost or stolen, call or stop by the Library to receive a new library card.

Book drops are open 24 hours.

Estes Valley Library materials may be returned to any Colorado public library, but you are responsible for material on your account until they reach the Estes Valley Library. Therefore it is best to return Estes Valley Library materials to the Estes Valley Library.

Loan Periods:

Books and Audio Books (CD/Cassette Tapes)

- Checkout period: **21 Days**
- No limit

Music CDs

- Checkout period: **21 Days**
- Limit of 10 per library card

DVDs and Video Tapes

- Checkout period: **7 Days**
- Limit of 7 of each format per library card

CD ROMs

- Checkout period: **7 Days**
- Limit of 7 per library card

Magazines (Only back issues circulate with current editions for in-library use only)

- Checkout period: **7 Days**
- No limit

Seasonal & Holiday Youth Books

- Checkout period: **7 Days**
- No limit

Discovery Packs and other Kits

- Checkout period: **7 Days**
- Limit of 1 per child within cardholders family

Non-Circulating Materials

- Some materials, such as reference works, current periodicals and archival material, are for in-library use only. There is no loan period for these items.

Renewals

Most items may be renewed two times, if the item is not on a waiting list for another patron.

Requests

You can place hold Requests for any titles you are eligible to check out. To place a Request, you must be a registered library patron and must know your assigned **Patron ID** (barcode number) and **PIN**.

- **Limitations**

Each library card account has a limit of 45 Requests pending at any one time (e.g. including Interlibrary Loans and items on waiting lists).

- **Notification**

The Library will notify the patron when a Requested item is ready for pick-up

Request items will be kept at the Service Desk for 3 days after a patron has been notified. If not picked up, the item goes to the next patron on the Waiting List or is returned to the Lending Library in the case of an Interlibrary Loan.

Please refer to the **Library Card (CIR-01), Fee (CIR-03), Interlibrary Loans (CIRC-04) and Confidentiality of Library Records (MNG-06)** policies for more information.

The Estes Valley Library **Lending, Renewal and Requests Policy** was adopted and approved by the Library District Board of Trustees on December 11, 2006, revised on February 20, 2007 and November 16, 2009.

Sarah Walsh, President

Amy Hamrick, Secretary