

# RENEWALS

## POLICY QUESTIONS TO ADDRESS

1. Does the library permit library customers to renew materials? If so, why? If not, why not?
2. How does the library's renewal policy support the library's goals and objectives?

## DEFINITION

What is a *renewal*?

## REGULATIONS QUESTIONS TO ADDRESS

1. Which circulating materials, if any, are eligible to be renewed?
2. Which circulating materials, if any, are not eligible to be renewed?
3. May an item be renewed in another customer has placed a reserve on the title?
4. Is there a limit on the number of times an item can be renewed? Does this limit vary based on the type of material? Under what circumstances, if any, may library staff over-ride the limit on the number of times an item can be renewed? May any member of the library staff over-ride the limit, or may only supervisors or staff with a particular classification over-ride the restriction?
5. May customers renew items by phone or online? If so, how will the library inform the community that items may be renewed via these means?
6. May a customer renew an item if it is overdue? Must the fine be paid before it can be renewed?

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