

## Loan and Renewal Policy

### Policy Statement

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

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### Regulations

1. The loan or renewal of library materials owned by RHPL may be done in person, by telephone or online. See also Interlibrary Loan policy for limits and regulations on items not owned by RHPL.
2. Holders of new library cards will be restricted to checking out three items on their first visit. The three item limit will be lifted once those items are returned.
3. Renewals may be done in person, by telephone or online. Most printed materials may be renewed up to three times, as long as no one else is waiting.
4. Extended loan periods may be available upon request at the time of checkout. Any item that is on a holds list cannot be renewed.
5. Fines due at the time of renewal are still due.