



# Circulation Policy of the Sam T. Wilson Public Library

## Circulation periods

1. Patrons may check out a maximum of **25** items at a time. A patron must present his or her library card when checking out. If he or she does not have his or her library card, then on one occasion the patron may show a driver's license. Patrons presenting a Germantown Community Library, Lucius E. and Elsie C. Burch Jr. Library or a Millington Public Library card may check out **10** non- new items per visit.
2. Unless otherwise specified below, materials circulate for 21 days and may be renewed once for another 21 days.
  - A. Items with different circulation periods:
    - Popular materials—14 days (no renewal)
    - DVD movies—7 days (no renewal)
    - Items on interlibrary loan (ILL)—loan period determined by lending library
  - B. Non-circulating items
    - Adult and children's reference materials
    - Magazines, newspapers and other periodicals

## II. Renewal of materials

1. Unless otherwise noted previously, all items may be renewed once for another 21-day period. There are no additional renewals. See below for information on rechecking out materials. Items may be renewed over the phone, in person or online.
2. Items may be renewed if they are overdue. Patrons must pay any overdue fines incurred during the overdue period.
3. If another patron has requested a checked out item by placing a hold on it, that item is not eligible for renewal.
4. Provided there is no hold on an item, a patron may check an item out again. This must be done in person.