

James L. Hamner Public Library Policy: Lending and Renewal

Lending and Renewal Policy

This policy section is to guide and inform about the principles upon which the library lends materials to patrons.

Guiding Principles

Library Mission Statement

The mission of the James L. Hamner Public Library is to facilitate connections that provide free learning opportunities to Amelia County.

Intellectual Freedom

The James L. Hamner Public Library endorses the American Library Association (ALA)'s Library Bill of Rights, Freedom to Read, and Freedom to View policy statements. Please visit <https://www.ala.org/advocacy/intfreedom> for the ALA's full explanations and statements on concepts and issues surrounding intellectual freedom, including censorship, access, filters, and more.

The library does not restrict access to library materials. The responsibility for deciding if the content of an item is appropriate for a minor resides with that minor's legal guardian. When filling out a card application for a minor, legal guardians may request in writing that their child not be allowed access to computers or audiovisual materials. The types of account a minor can have include:

- All Access
- Computer Only
- No Computer
- Print Only
- No Audiovisual

The library will not act in loco parentis to prevent minors from accessing, viewing, or borrowing items based on their content.

First Time Borrowers

A patron is limited to three items the first time they borrow materials, one of which can be an audiovisual item (videos and video games) or an audiobook.

Checkout Length

There are three periods of time during which an item can circulate:

Four Weeks: Print books and audiobooks

One Week: Videos and video games

A patron may borrow up to six cases of audiovisual materials at one time. Of these, only two may be a boxed set (a DVD case that contains three or more discs).

In-Library (materials that cannot leave the library): Periodicals (magazines and newspapers), board games, equipment, and reference materials

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Renewal

Any patron may renew materials up to three times by calling the library, asking in person, e-mailing the circulation desk, or by renewing for themselves through their online library account. The material does not have to be brought physically into the library to be renewed.

Note: an item that is on hold for another patron may not be renewed; it *must* be returned.

Policy Revision

The James L. Hamner Public Library strives to serve the community of Amelia Court House, Virginia, and a part of that mission is staying up-to-date to have the best resources and services possible. To maintain such an institution, it is necessary to revise guiding policies when they become outdated. The library will update all policies, including the Lending Policy, when they no longer serve the purpose for which they were created.