

# Loan Periods and Limits

## Loan Periods

Contact Patron Services by phone or email at [patronservices@riversidelibrary.org](mailto:patronservices@riversidelibrary.org) with questions. Vacation loans and suspended holds are available upon request.

Physical Print Material	Loan Period	Fine per day
All adult or youth/teen fiction/nonfiction and Lucky Day books	3 weeks	\$0
Magazines & newspapers, past issues	3 weeks	\$0
Magazines & newspapers, current issue	Non-circulating	

Physical Non-Print Material	Loan Period	Fine per day
Audiobooks and music(CD & Playaway)	3 weeks, limit of 5 playaways	\$0
All feature DVD and Blu-Ray	1 week	\$0
Nonfiction DVD, Blu-Ray and boxed sets (series)	3 weeks	\$0
Board Games	2 weeks	\$0
Video Games	1 week, limit 3	\$0
Juvenile Learning Kits and Riverside Nature by Design Kits	3 weeks, adult residents only – not renewable	\$1.00
Library of Things/Tech to Go items (not otherwise specified)	1 week, adult resident only – not renewable	\$1.00
Other Juvenile kits & puzzles	3 weeks	\$0
Kindles and eReaders	3 weeks, adult residents only, limit 1	\$1.00
Library bags & umbrellas	3 weeks	\$0
Headphones, bike and computer locks	Same day only	\$1.00

Digital Material	Loan Period	Fine per day
Digital material (Digital Library of Illinois, Axis 360, Hoopla, Flipster)	Varies, not renewable	\$0 – material returned automatically

# Library Catalog Access and Communications

Patrons can place holds and check item due dates using the "My Account" tab on the library website and logging into the catalog with their card number and pin. If you have forgotten your pin, you can reset it in the catalog, in person or by calling the library.

You can receive hold and overdue notices via Email, Text, or Automated Phone Call. You can change your preference in-person or by phone.

## Item Renewals

Eligible items will renew automatically or you can renew them via the online catalog, by phone, or in person. Eligible material can be renewed twice if there are no existing holds. Items not eligible for renewal include Lucky Day books, Library of Things material (including hotspots and Learning Kits), and items on hold for another person. Items borrowed through the Digital Library can't be renewed and will be automatically returned on their due date.

### Automatic Renewal

Eligible items will renew automatically up to 2 times. You don't need to do a thing – it's automatic! This gives you more peace of mind and more time with your Library material.

- Items not eligible for automatic renew – Items borrowed through the Digital Library, Lucky Day books, Library of Things material (including hotspots, laptops, and Learning Kits) and any material that is on hold for another patron.
- Two days prior to the due date, eligible items will renew.
- If there is an email address associated with account, you will receive an email letting you know which items were renewed and which items could not be renewed.

### Lost/Damaged Material Fines:

Lost/Damaged material: The cost of the item

Lost/Damaged CD case, kit bag, or DVD case: \$1.00 replacement charge

Lost/Damaged ACD case or equipment bag: Cost varies based on item type

Oversized item returned in book drop: \$5 damage fee

Unpaid charges transferred to an agency for collection: \$15 referral fee

Please contact the Patron Services desk with questions regarding lending rules and restrictions at [patronservices@riversidelibrary.org](mailto:patronservices@riversidelibrary.org).