

CIRCULATION OF MATERIALS POLICY

1. Materials may be renewed 2 times for a total checkout period of 6 weeks except for:

- items on reserve for other patrons
- new adult fiction
- DVDs

2. The Director may limit the number of materials checked out by patrons who are habitually late

returning materials or new materials. Audio visual materials are limited to 8 DVDs, 6 Books on CD, and 6 Read-Alongs per library card. Other materials are limited to 3 Games, 3 items from the Library of Things, and 1 Early Literacy Kit. See patron registration policy for probationary status circulation limits.

3. Reference materials may **NOT** be checked out unless special permission is given by the director. In these special cases, reference materials are checked out for overnight use only and must be returned by the time the library opens the next day.

4. All circulation records are considered confidential. (See [confidentiality policy](#) in detail.)

5. Patrons may not check out an entire series or section of books, i.e. all books on whales.

6. Reserves may be placed by patrons either in person, online, or over the phone. Patrons will be notified by telephone, text or email when materials are available. There is no charge to the patron for placing a reserve.

Approved by the Monticello Library Board of Trustees September 9, 2003

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