

II. Circulation

A. Loans and Reserves

RFPL circulates materials in a variety of formats. RFPL establishes loan terms for each item type, such as the length of loan, and the number of loans and renewals allowed.

Patrons may reserve materials that are not immediately available for use.

B. Interlibrary Loans

Interlibrary loans are transactions in which library materials are obtained from other libraries. RFPL adheres to all guidelines set forth by the SWAN system and the Online Computer Library Center (“OCLC”). Materials obtained through interlibrary loan are the responsibility of the patron who borrows them, and are subject to the loan rules, fees, and fines of the library from which the materials are checked out.

C. Lost, Damaged, and Overdue Materials

Materials borrowed via any mechanism are the responsibility of the patron. Patrons with overdue materials may be subject to penalties. Damaged or lost items are subject to the rules and regulations of the owning library. RFPL has established fees for lost or damaged materials owned by RFPL.

D. Hours of Operation

RFPL maintains consistent, posted hours during which services of RFPL are available to patrons.

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