



Hillsboro Public Library

Circulation Policy

Circulation Policy

Books are loaned for a period of **2 weeks. 12 books or materials per library card** or family. Books can be renewed by email, over the phone, or in-person.

Hold and Renewal Policy

Placing Holds

If a patron requests a material that is already checked out to another person, then patrons can ask to put a hold on the material.

Note: This library allows patrons to put holds on popular materials, except when the book is first processed, in which it is then displayed with the new books and may be checked out on a first-come, first-served basis.

Hold Notification and Pick-Up

Once a patron is notified that a hold is "ready" or "available for pick-up", the patron has **one week to pick up the material**. Once the one week hold availability has ended and the patron has not yet picked up the materials (for whatever reason), then the hold goes to the next person on the holding list or it will be reshelved (if there are no further holds).

Renewal of Materials with Holds

If a patron requests to renew an item with a hold, the staff will inform the patron that it is currently on hold for another patron. In that event, **the patron currently possessing the requested item is allowed one renewal (checkout for a total time of 1 month)**.

Renewal of Materials without Holds

Patrons can renew materials without holds up to 4 times (2 Months in total).