

## Circulation and Checkout

Enjoy using library materials!

The circulation policies of the Chippewa Falls Public Library have been designed to encourage patrons to return materials on time and in good condition. The goal is to have as many people as possible use and enjoy our collections.

Check out materials at either end of the Circulation Desk. Return materials in the designated return slots located in the center of the Circulation Desk. After hours, there are four drops just outside the entrance to the library. There are three stand-alone metal boxes for Audio/Visual items, and a drop into the building for books and other text materials.

### Loan Periods

Books, Audiobooks, Playaways, Kindles, Resource & Discovery Kits	3 Weeks
New Fiction, New Non-Fiction Adult Books	2 Weeks
iPads, Videos, DVDs, Magazines, Wii Games, Civil Service Test Preparation Materials	1 Week

### Limits

Music CD's, Audiobooks & DVD's	10 items
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**Overdue Notices:** At 7 days overdue, notices are sent via email or telephone. Notices are mailed at 15 and 30 days. The notice at 30 days is a bill for the lost item and failure to return a lost item may result in action by a collection agency.

### Renewals

To renew an item you can:

- Log into your patron record at the [MORE Website](#)
- Call the 24-hour renewal hotline at **1-866-MY-RENEW**
- Call the Chippewa Falls Public Library and follow the prompts or bring your materials into Chippewa Falls Public Library or any other MORE library.