



## Taber Public Library Policy Manual

### General Policy: Renewals

#### PURPOSE:

To encourage patrons to return materials and to provide the widest possible circulation of all materials.

#### POLICY:

The Taber Public Library has a limit of three (3) renewals per item. Items which are on hold by another patron will not be renewed.

#### GUIDELINES:

1. Staff will request patrons to return materials which have been placed on hold by someone else.
2. If applicable, staff will inform patron on how many renewals they have remaining on an item that is being renewed.

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