

LOYOLA MARYMOUNT UNIVERSITY  
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Renewal policy	Page 1 of 2
Policy Number: LIB-ACCESS-110	Supersedes: N/A
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**1. Statement of Policy:**

1.1. This policy is intended to enumerate the procedures and policies related to renewing materials in person and online.

1.2. This policy does not fully enumerate all possible renewal periods and allowable number of renewals for various borrower and materials types. See the WHH Library's website for detailed loan and renewal information.

1.3. Circulation Services is responsible for this policy.

**2. Definitions:**

2.1. A renewal is the extension of the checkout period for any library item which is currently checked out.

**3. Policies/Procedures:**

3.1. Most library materials which are eligible to be checked out are also eligible for renewal.

3.2. Items may be renewed online at [My Library Record](#) or in person at the Circulation Desk on the first floor of the library.

3.3. Materials may not be eligible for renewal for the following reasons:

3.3.1. There is a recall on the item.

3.3.1.1. Borrowers must return the item by its due date. For more information on recalls, see the library's **Recall Policy**.

3.3.3. The borrower requesting the renewal has outstanding fines.

3.3.3.1. The borrower must pay fines before being able to renew materials.

3.4. If remote renewal services are unavailable or unsuccessful, the borrower is still responsible for returning items by their due date. For more information on why an item may not be eligible for renewal, refer to section 3.3 of this policy.

3.5. Items checked out through interlibrary loan are subject to the renewal policies of their originating library. For more information, see the library's **Interlibrary Loan Policy**.