



Circulation Policies:

- Books and physical audiobooks circulate for three-week periods (21 days) and are renewed twice.
- DVDs and Blu-ray movies circulate for one week (seven days) and are renewed twice.
- Launchpads circulate for three weeks and may be renewed twice but will not be renewed automatically. Please see the Children's Room staff to renew a launchpad.
- Wi-Fi Hotspots circulate for one week (seven days) and may not be renewed.
- Book club sets circulate for two months and may be renewed for one additional month. Please see the Main Desk staff to renew a set.
- Interlibrary Loan items may only be renewed with the lending library's permission. Please see the Interlibrary Loan clerk to renew an ILL.
- Periodicals are loaned on an honor system. The current issue will not circulate. Other issues are available for a recommended circulation time of 3 weeks.
- Reference materials and Oak Ridge Room materials do not circulate and must be used in the library.

Borrowing Limits:

First-time card users will be limited to six items at a time for the first nine weeks, or 63 days. After 63 days, assuming the library card is in good standing, the six-item limit will be removed.

A card in good standing is defined by no outstanding, lost, or damaged materials. In order to renew a privilege, all items must be accounted for and all fines must be paid in full. Any card with overdue items, lost, or damaged items will be blocked, and patrons will not be able to borrow more items or use a public computer until items and fines are accounted for. However, in the case of public computers, patrons will be allowed to use a computer if they pay at least \$2 towards their lost/damaged material fees.

Interlibrary loan services are available to all patrons in good standing. There is no charge for Interlibrary Loan service, but patrons are limited to three ILL titles at any one time.

Any patron past their initial 63 day "New" profile status may check out unlimited books, one Launchpad, 5 DVDs/Blu-ray, 2 Mobile Wi-Fi Hotspots.

Seed library users are asked to limit themselves to 5 seed packets.

Interlibrary Loan

Interlibrary loan requests are accepted through our online form found both on our website, orpl.org, and our Catalog, orpl.ent.sirsi.net. All requests for materials from other libraries must be made through this form.

Patrons may submit 3 ILL requests at a time, assuming their library card is in good standing. There is no charge for this service. However, there will be times when we cannot locate the requested items through one of our partner libraries. In this case, we will ask if you are willing to pay the associated costs before requesting the item.



Interlibrary Loan services are offered for items not owned by Oak Ridge Public Library in the desired format. If an item is lost from our collection or is more than 30 days overdue with no plans to replace the item, we will request it through ILL. However, ILL is not meant to provide extra copies of items the library currently owns.

Digital materials – eBooks, downloadable audiobooks, streaming video, and online magazines – cannot be obtained through ILL.

Items that are less than one year old cannot be borrowed through Interlibrary Loan. Patrons may submit a Request Materials form, found on our website and in our catalog, for items that are less than one year old from publication.

ILL items may not be renewed without approval of the lending library.

ILL fines for lost, damaged, or overdue materials are set by the lending library.

Mobile Wireless Hotspots

Wireless hotspot devices, also known as Wi-Fi hotspots or mobile hotspots, are available to be checked out to anyone with a valid Oak Ridge Public Library card in good standing. Mobile hotspots circulate for 7 days. While grant funding is available, Oak Ridge Public Library will not charge for the use of hotspots. However, in the event that grant funding is not available, Oak Ridge Public Library reserves the right to charge for the use of hotspots in an amount to cover the monthly usage fee billed to the library by the service provider. In the event the library must charge for use of a hotspot, the fee will be due at checkout.

Overdue mobile hotspots will be deactivated within 24 hours of due date. Mobile hot spots are only available for checkout from the circulation desk. If a hotspot or piece of a hotspot is not returned, the replacement charge listed in the schedule above will be charged.

Oak Ridge Public Library is only a provider of the hotspot itself and does not guarantee internet access in all areas. The Internet Service Provider determines which areas receive coverage.

Internet access through this Hotspot device is filtered by the service provider and is compliant with the Children's Internet Protection Act (CIPA). Oak Ridge Public Library is not responsible for content, material, or sites that are filtered or not filtered. Each patron that uses this device assumes the risks inherent with Internet use and accepts the use of filtering software; filtering is not a guarantee of privacy, safety, or security. Parents and Guardians assume responsibility for access by Juveniles. For questions or concerns regarding filtering, please contact the service provider 1-844-361-1310.