



## Ohio Aspire Professional Development Network (PDN) Library Policies

### **Eligibility**

Lending is restricted to paid Aspire staff members and partner organizations. Volunteers cannot check out materials but may preview materials on site.

### **Lending Policy**

Library materials are available for a six-week checkout (10 weeks for self-directed PD materials).

### **Renewal Policy**

Items can be renewed online one time. For additional time, patrons must contact the PDN for approval. Renewals may be refused by the PDN for the following reasons:

1. The item has been recalled by the PDN.
2. A hold has been placed by another borrower.

Self-directed PD items borrowed from the library cannot be renewed for consecutive 10-week periods. For an exception to this policy, please contact the PDN.

### **Overdue Policy**

1. Receipts with due date notifications are generated at checkout.
2. Patrons will receive reminder emails in the event of outstanding overdue materials.
3. Patrons will be billed for the cost of replacing materials.
4. If not reimbursed within 30 days, patrons' programs will be billed.
5. Borrowing privileges for patrons will be suspended until items are returned or the PDN is reimbursed.