

710 / Circulation

Loan Periods, Renewal Periods, and Limits of Materials

The following loan periods on circulating materials are in effect:

<u>Adult Services Department</u>	<u>Loan Period</u>
Books-fiction & nonfiction (new)	2 weeks
Books-fiction & nonfiction (older)	3 weeks
“Speed Zone” books	1 week
Audiobooks (new)	2 weeks
Audiobooks (older)	3 weeks
Compact discs (new)	2 weeks
Compact discs (older)	3 weeks
DVDs-fiction	1 week
DVDs & Videocassettes-nonfiction	3 weeks
DVDs (3+ discs)	2 weeks
Library of Things	2 weeks
Magazines	3 weeks
Video games	1 week
Playaway (audio)	3 weeks
Playaway (Launchpads)	3 weeks
Devices (tablet computers, eReaders, Wi-Fi hot spots, streaming sticks)	2 weeks
Com-Ed Kill-A-Watt Meter	3 weeks
Tote Bags	3 weeks
Board games	3 weeks
Bicycle locks (for use on-site)	1 day
Laptops	2 hours

<u>Youth Services Department</u>	
Books-fiction & nonfiction	3 weeks
Audio kits	3 weeks
Audiobooks	3 weeks
Board games	3 weeks
Compact discs	3 weeks
DVDs (fiction & nonfiction)	1 week
DVDs (3+ discs)	2 weeks
Video games	1 week
Illustrated novels	3 weeks
Magazines	3 weeks
Playaway (audio)	3 weeks
Playaway (Launchpads)	3 weeks
Puppets	3 weeks
Puzzles	3 weeks
Learning Kits; “Ready to Read Together”; “STEAM”	3 weeks
Devices (eReaders, Wi-Fi hot spots,	

streaming sticks)	2 weeks
Tote Bags	3 weeks
Board games	3 weeks

At the discretion of library staff, loan periods may be decreased and limits may be imposed due to high demand. Specific limits are as follows:

- 20 DVDs per patron
- 5 video games per patron
- 2 Speed Zone items

Items may be renewed up to two times if no other patrons are waiting.

The loaning period of an interlibrary loan is determined by the type of material. These materials may be subject to recall by the loaning library.

Seed packets are available for checkout as part of the Seed Savers Exchange program. As such there is no loan period assigned. After proper training, gardeners can share homegrown seeds through the library as part of this program.

Book discussion books will be due the day after the scheduled book discussion.

If there are no holds on the item, library materials may be renewed. Exceptions are Speed Zone materials which cannot be renewed.

Vacation Loans and Limits

A patron may borrow up to a maximum total of ten items for a vacation loan. These materials may not be currently on reserve and shall not include any items marked as "new".

Vacation loans will not exceed a six week loan period.

Reference materials and newspapers do not circulate.

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 07/29/1998
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 04/23/2003
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 06/25/2008
 04/22/2009
 06/23/2010
 03/23/2011
 03/28/2012

11/28/2012
04/20/2013
03/26/2014
12/22/2014
09/16/2015
05/23/2018
08/25/2021
03/23/2022
04/24/2024