

Subject: Item Specific Loan Period, Renewal, & Limits

Section: Service

Amended: May 7, 2018

ITEM SPECIFIC LOAN PERIOD

- Physical Books including periodicals:
 - due 14 days from the check-out date
- Audiobook CD's:
 - due 14 days from the check-out date
- DVD's:
 - only available to patrons 18 years or older
 - due 14 days from the check-out date
- Interlibrary Loan (ILL):
 - due 14 days from the check-out date
- Reference Collection, including genealogy:
 - does not circulate and must be used in the library
- Deposit Books:
 - For material that is of extraordinary purchase price or value to the collection as determined by the Library Director, a refundable deposit may be required to check-out the item or the patron may be asked to use the material while in the library.
 - Deposit Books require a refundable cash deposit of \$20 - \$25 as labeled on the item cover
 - due 14 days from the check-out date.

ITEM RENEWAL

- Items may be renewed a maximum of 2 times in person or by phone.
- After this period of time, the book(s) must be returned or paid for.
- Interlibrary Loan material **cannot** be renewed.

LIMITS

- Physical Book Limit: 15 per person
- Periodical Limit: 5 per person
- ILL Limit: 3 per person
- DVD Limit: 4 per person
- Audiobook Limit: 4 per person with the exception of homebound patrons who may check out 8 per person