

**POLICY 315
LOAN PERIODS**

Item	Loan period	Renewable	Item Limit	Hold-able
Books	3 weeks	yes -3x	no	yes
Periodicals	3 weeks	yes -3x	no	yes
Periodicals – new	non-circulating	N/A	N/A	N/A
Reference items	non-circulating	N/A	N/A	N/A
Interlibrary Loan	varies/set by loaning library	N/A	N/A	N/A
Art prints	3 weeks	yes -3x	no	yes
Audio CDs/Audio SMP*	3 weeks	yes -3x	no	yes
Video games	1 week	yes -3x	5	yes
Video games -- new	1 week	no	2	yes
DVD/BluRay	1 week	yes -3x	no	yes
DVD/BluRay – new	1 week	no	2	yes
SMP* Viewing device	1 week	yes -3x	no	yes
Electronic readers	3 weeks	yes -3x	1	yes
Roku	3 weeks	yes – 3x	1	yes
Launchpad interactive tablets	3 weeks	yes -3x	5	yes
Youth kits and puzzles	3 weeks	yes -3x	no	yes
DVD player	3 weeks	yes -3x	1	yes
“Kill-a-watt” meter	1 week	no	1	no

*SMP – Sound Media Player

Considerations:

1. Items with holds¹ cannot be renewed.
2. LLD reserves the right to limit numbers of items and to shorten/lengthen loan periods for seasonal items, special displays, school assignments, and high-demand material.
3. Reference items may be loaned at the discretion of the Department Director.

Adopted 2/11/91
Revised: 11/13/02, 12/8/10,
4/13/11, 2/20/13, 1/14/15,
12/14/16, 5/13/20, 8/12/20,
3/17/21, 8/21/22

¹ “Holds” are items placed on reserve by another patron.