

**POLICY 315
LOAN PERIODS**

Item	Loan period	Renewable	Item Limit	Fines	Hold-able
Books	3 weeks	yes -2x	no	\$0.25	yes
Periodicals	3 weeks	yes -2x	no	\$0.25	yes
Periodicals – new	non-circulating	N/A	N/A	N/A	N/A
Reference items	non-circulating	N/A	N/A	N/A	N/A
Interlibrary Loan	varies - set by loaning library	N/A	N/A	N/A	N/A
Art prints	3 weeks	yes -2x	no	\$0.25	yes
Audio CDs and SMP*	3 weeks	yes -2x	no	\$0.25	yes
Video games	1 week	yes -2x	5	\$1.00	yes
Video games -- new	1 week	no	2	\$1.00	no
DVD/BluRay	1 week	yes -2x	no	\$1.00	yes
DVD/BluRay – new	2 days	no	2	\$1.00	no
SMP* View	1 week	yes -2x	no	\$1.00	yes
Electronic readers	3 weeks	yes -2x	1	\$1.00	yes
Roku	1 week	no	1	\$1.00	yes
Launchpads	1 week	yes -2x	5	\$1.00	yes
Youth kits and puzzles	3 weeks	yes -2x	no	\$0.25	yes
Literacy DVD player	3 weeks	no	1	\$1.00	yes
Literacy headphones	3 weeks	yes -2x	1	\$0.25	no
“Kill-a-watt” meter	1 week	no	1	\$0.25	no

*SMP – Single Media Player

Considerations:

1. Items with holds¹ cannot be renewed.
2. No fines will accrue on days the LLD is closed.
3. LLD reserves the right to limit numbers of items and to shorten loan periods for seasonal items, special displays, school assignments, and high-demand material.
4. Reference items may be loaned at the discretion of the Department Director.

Adopted 2/11/91
Revised 11/13/02
Revised 12/8/10
Revised 4/13/11
Revised 2/20/13
Revised 1/14/15
Revised 12/14/16
Revised 5/13/20

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