

Type of Material	Loan Period	Reciprocal Borrowing
<u>Books (all print, except reference):</u> Regular Demand High Demand	2 weeks 1 week	Yes No
<u>DVDs:</u> Regular Demand High Demand	1 week 3 days	Yes No
<u>Music CDs:</u> Regular Demand High Demand	1 week 3 days	Yes No
<u>Books on CD:</u> Regular Demand High Demand	2 weeks 1 week	Yes No
<u>Playaways:</u> Regular Demand High Demand	2 weeks 1 week	Yes No
<u>Video Games:</u> Regular Demand High Demand	1 week 3 days	Yes No
Interlibrary Loan Items (all) (In-system; OCLC; ALA)	As established by lending library	No
<u>Periodicals:</u> Current Issue Back Issue	Does not circulate 2 weeks	No Yes
Ebooks and Downloadable Audiobooks	To be determined by the service provider	No
Microforms	To be determined by librarian; not to exceed 4 weeks	No
Pamphlets	2 weeks	Yes
CD-ROM	2 weeks	Yes
VHS	1 week	No
Children's Kits	2 weeks	Yes

A maximum of 25 items can be checked out to any patron borrower's card. This can be comprised of books or print and non-print materials in combination, per the limits defined above:

- B.) Newspapers and current issues of magazines do not circulate.
- C.) Reference items do not circulate. Exceptions to the policy may be authorized by the Library Director or the Head of Adult Services, due to extenuating circumstances. The authorizing Librarian reserves the

right to establish the loan period for such items, giving due consideration to the reference needs of other library patrons.

- D.) All of the above types of materials shall be available through inter-library loan (ILL), with the exception of an occasional item or items which may be restricted by the authorizing Librarian, in view of local need and demand.
- E.) Books and other materials will not circulate to other libraries via ILL until such time as local demand has been met.
- F.) A limit of twenty (20) "holds" or "reserves" can be placed in the system for any patron at one time.
- G.) Material circulation limitations are as follows:
 - 5 issues of any periodical title
 - 5 audio materials (CDs, Playaway or audio cassettes)
 - 4 video tapes and/or DVD's
 - 4 books per topic (for adults)
 - 5 books per topic (for children)
 - 3 CD ROMs
 - 4 Video Games

Last updated 02/17/15