

Section: Service

Subject: Schedule for Library Material Loan Periods

Effective Date: May, 1994 (Rev. 12/21/94) (Rev. 1/18/95) (Rev. 6/21/95) (Rev. 1/17/96)
 (Rev. 2/19/97) (Rev. 8/20/97) (Rev. 4/22/99) (Rev. 2/16/00)
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 (Rev.02/18/09) (Rev. 08/19/2009) (Rev 07/21/2010) (Rev 9/18/13)
 (Rev 2/18/15) (Rev 07/15/15)

Summary: This document displays loan periods, renewals, requests, and loan limit for circulating library materials.

Policy:

Material Type	Loan Period	Loan Limit	Renewals	Requests
Books on CD & Music on CD	3 weeks	None	10	Yes
Books & Adult non-fiction DVDs & Children's Non-Feature DVDs	3 weeks	None	10	Yes
Adult & Children's Feature DVDs	14 days	30	10	Yes
Limited Loan	2 weeks	None	None	No
Magazines	3 weeks	None	None	No
Seasonal	2 weeks	3/card	None	Yes
Gaming	1 week	10	10	Yes
Limited Gaming & Hot Pick DVDs	1 week	10	None	No

Reference and Kansas Room materials do not circulate.