

Code **LM**

Date Approved **12/12/94**

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7/9/03; 2/21/05; 7/17/06; 12/20/10**

Policy Name **Loan Period and Renewals**

1. Items are normally loaned for 14 days, except for DVDs which are loaned for 7 days.
2. All materials except those that are in special demand, those that cannot be replaced, including rare and fragile items, or of a special format, will be loaned for home use under library regulations and procedures. Items that do not circulate include current issues of magazines, reference materials, and some local histories.
3. The loan period for interlibrary loans varies according to the date the material is due back at the lending library.
4. The library reserves the right to limit the number of checkouts to first-time borrowers and borrowers with a patron code of "conditional" or "temporary." The Library reserves the right to limit the number of items to be borrowed. The number must be reasonable; i.e. it must be consistent with the needs and rights of other borrowers.
 - A maximum of 50 items can be checked-out at one time.
5. In situations where library patrons have not met cardholder responsibilities, the Library reserves the right to adjust loan rules or further limit the number and type of items that can be borrowed.
6. . Items may be renewed twice for the same period of time as the original loan if there are no holds on the items.
7. Materials borrowed through interlibrary loan may not be renewed.