

Appendix B

Loan Periods by Item Loan Type (by number of days)

Item Loan Types	Loan Period	Renewal Period	Grace Period
Most Adult Books: (Hardback, Paperback & Graphic)	21	21	5
New Fiction (NF)	14	14	3
Most Juvenile Books:(Hardback, Paperback & Graphic)	21	21	7
All DVDs: (Adult & Juvenile)	7	7	2
All Magazines: (Adult & Juvenile)	14	14	3
All Spokenword audio CD: (Adult & Juv.)	21	21	3
Adult Musical Compact Disks	14	14	3
Juvenile Miscellaneous & Musical Formats	14	14	3
Art Prints	56	56	10
Deposit & Reference Circ.	7	7	3
Reference Books	0	0	0

Other Loan Policies:

1.) Maximum No. of Renewals: All items except DVDs may be renewed **twice**.

DVDs may only be renewed **once**

(If an item has been reserved by another patron, the item may not be renewed).

2.) Grace Periods: Grace periods will not exceed the number of days listed above.

Grace periods are subject to unilateral changes, so staff should avoid promoting them.

All DVDs were extended from 1 to 2 days (board approval 10-16-2013.kb)

3.) Overdue Charges: Overdue charges are assessed automatically once the grace period has been exhausted. The overdue charge is assessed beginning with the date the material first became overdue (see Appendix A).