

Appendix C

Parlin-Ingersoll Library General Loan Policies

Item Loan Type	Loan Period	Overdue Charge	Checkout Limits	
			Adult cards	Juv./YA cards
Adult Books	21 days	\$0.15 per day	20	10
New Fiction	14 days	\$0.15 per day	in above	in above
Juvenile Books	21 days	\$0.05 per day	in above	in above
Graphic Novels	21 days	\$0.15 per day	4	4
DVDs	7 days	\$0.50 per day	7 per household	None*
Magazines	14 days	\$0.15 per day	8	5
Music CDs	14 days	\$0.15 per day	5	2
Audio Books	21 days	\$0.15 per day	5	2
Juvenile Nonprint	14 days	\$0.05 per day	5	5
Art Prints	56 days	\$0.15 per day	2	None

- **Maximum Total Items Checked Out:** 30 on an Adult Card and 20 on a Juvenile Card.
- **Checkout limits:** Limits apply to adult and juvenile materials combined. (e.g. a person may checkout either 3 adult CDs and 2 juvenile CDs, or 5 adult CDs).
- **Renewals:** Material may be renewed **TWICE only**, except for DVDs, which may be renewed once only. An overdue charge will be levied if materials are renewed after they become overdue. Materials cannot be renewed if on hold for another patron.
- **Hold or Reserves:** Materials may be reserved in advance by placing a hold via the catalog, telephone, or internet.
- **Overdue Charges:** An **overdue charge** will be assessed patrons who retain materials beyond the library's established loan period. These fees begin accruing as soon as the materials become overdue. The charge schedule is listed above.
- Adults will be responsible for the overdue charges and replacement charges incurred by children in their custody or household. Parents and guardians are responsible for monitoring the materials selected for use by minors.