

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 | in above | in above |
| 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.
- **Holds 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.