

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	7
New Fiction (NF)	14	14	7
Most Juvenile Books:(Hardback, Paperback & Graphic)	21	21	7
All DVDs: (Adult & Juvenile)	7	7	7
All Magazines: (Adult & Juvenile)	21	21	7
All Spokenword audio CD: (Adult & Juv.)	21	21	7
Adult Musical Compact Disks	14	14	7
Juvenile Miscellaneous & Musical Formats	14	14	7
Art Prints	56	56	10
Deposit & Reference Circ.	7	7	7
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).

Changed all previous minimum grace periods to 5 days due to COVID-19 required 3 day quarantine. 6-29-2020kb  
 Changed all grace periods to 7 days due to COVID-19 when the 14 free day waives were eliminated. 4-21-2021kb