

**POLICY 315
LOAN PERIODS**

Item	Loan period	Renewable	Item Limit	Hold-able
Books	3 weeks	yes -2x	no	yes
Periodicals	3 weeks	yes -2x	no	yes
Periodicals – new	non-circulating	N/A	N/A	N/A
Reference items	non-circulating	N/A	N/A	N/A
Interlibrary Loan	varies - set by loaning library	N/A	N/A	N/A
Art prints	3 weeks	yes -2x	no	yes
Audio CDs and SMP*	3 weeks	yes -2x	no	yes
Video games	1 week	yes -2x	5	yes
Video games -- new	1 week	no	2	no
DVD/BluRay	1 week	yes -2x	no	yes
DVD/BluRay – new	2 days	no	2	no
SMP* View	1 week	yes -2x	no	yes
Electronic readers	3 weeks	yes -2x	1	yes
Roku	1 week	no	1	yes
Launchpads	1 week	yes -2x	5	yes
Youth kits and puzzles	3 weeks	yes -2x	no	yes
Literacy DVD player	3 weeks	no	1	yes
Literacy headphones	3 weeks	yes -2x	1	no
“Kill-a-watt” meter	1 week	no	1	no

*SMP – Single Media Player

Considerations:

1. Items with holds¹ cannot be renewed.
2. LLD reserves the right to limit numbers of items and to shorten/lengthen loan periods for seasonal items, special displays, school assignments, and high-demand material.
3. Reference items may be loaned at the discretion of the Department Director.

Adopted 2/11/91
 Revised 11/13/02
 Revised 12/8/10
 Revised 4/13/11
 Revised 2/20/13
 Revised 1/14/15
 Revised 12/14/16
 Revised 5/13/20
 Revised 8/12/20

¹ “Holds” are items placed on reserve by another patron.