

**POLICY 315
LOAN PERIODS**

| Item | Loan period | Renewable | Item Limit | Hold-able |
|------------------------|---------------------------------|------------------|-------------------|------------------|
| Books | 3 weeks | yes -3x | no | yes |
| Periodicals | 3 weeks | yes -3x | 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 -3x | no | yes |
| Audio CDs and SMP* | 3 weeks | yes -3x | no | yes |
| Video games | 1 week | yes -3x | 5 | yes |
| Video games -- new | 1 week | no | 2 | no |
| DVD/BluRay | 1 week | yes -3x | no | yes |
| DVD/BluRay – new | 2 days | no | 2 | no |
| SMP* View | 1 week | yes -3x | no | yes |
| Electronic readers | 3 weeks | yes -3x | 1 | yes |
| Roku | 1 week | no | 1 | yes |
| Launchpads | 1 week | yes -3x | 5 | yes |
| Youth kits and puzzles | 3 weeks | yes -3x | no | yes |
| Literacy DVD player | 3 weeks | no | 1 | yes |
| Literacy headphones | 3 weeks | yes -3x | 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.

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