

## LOAN PERIOD POLICIES

ICL sets loan periods and loan limits in order to allow fair and equitable distribution of resources to all patrons.

*The following items do not circulate:*

- Current Periodicals
- Ready Reference Materials
- Homework Shelf Textbooks
- Newspapers

## ITEM RENEWAL POLICY

Items that have holds placed on them and/or new items cannot be renewed. All other items can be renewed twice except for special collection items\*. Items can be renewed via phone, on-line, and in-person (with or without material).

## EXTENDED LOAN (VACATION) POLICY

Extended six week loan periods are allowed for all items except for interlibrary loan items, items that have holds on them, new items, and DVDs. DVDs are allowed a maximum of a two week extended loan.

## ITEM RESERVE POLICY

Reserves on certain ICL items can only be made by ICL cardholders. All items will be held for 7 days before they are put back into circulation.

## ITEM LIMIT POLICY

For **new** materials, each cardholder will be allowed a maximum of 5 items for the following formats:

- Adult DVDs
- T.V. Series DVDs
- Children's DVDs

For Video Games and STEM kits, each cardholder will be limited to a maximum of 5 items. For regular materials there are no limits. There is a 200 limit overall on all items per library card.

\*Go Pro Camera, Hotspot, Roku, e-Readers, STEM Kits

***The tables below outline the loan periods, renewal policies for each type of library item. While every effort is made to keep these tables up-to-date, the library reserves the right to make changes without notice.***

### NEW COLLECTION

	Loan Period (Days)	Renewals	Limits per Cardholder
BOOKS	21	None	None
ADULT DVDS	7	None	5

CHILDREN'S DVDS	7	None	5
T.V.SERIES	14	None	5
MUSIC CDS	21	None	None
AUDIO BOOKS	21	None	None

**REGULAR COLLECTION**

	Loan Period (Days)	Renewals	Limits per Cardholder
BOOKS	21	2	None
DVDs	7	2	None
T.V. SERIES	14	2	None
CDs	21	2	None
AUDIO BOOKS	21	2	None
MAGAZINES	7	2	None
GAMES	21	2	None
VIDEO GAMES	7	2	5
STEM KITS	21	0	5
BOOK BAGS	21	2	None
LEAP PADS	21	2	None
TRAVEL PACKETS	21	2	None
BACK PACKS	21	2	None
KITS	21	2	None
HOT SPOTS	7	0	N/A
GO PRO CAMERA	7	0	N/A
ROKU	7	0	N/A
E-READERS	21	0	N/A

**ILL (Inter-library loan)**

	Loan Period	Renewals
SWAN LOANS	Follows Itasca Loan Policies	2
OUTSIDE SWAN LOANS*	Set by Lending Library	Renewals set by Lending Library

\*For Itasca cardholders only

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