

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 Magazines
- Ready Reference Materials
- Homework Shelf Textbooks
- Newspapers

ITEM RENEWAL POLICY

Items that have holds placed on them and new DVDs 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 DVDs and special collection items.
Regular DVDs are allowed a maximum of a two-week 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

Each cardholder will be allowed a maximum of 5 items for the following formats:
New adult DVDs
New T.V. Series DVDs
New children's DVDs
Video Games
STEM kits

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
ADULT DVDS	7	None	5

ADULT T.V.SERIES	14	None	5
AUDIO BOOKS	21	2	None
BOOKS	21	2	None
CDs	21	2	None
CHILDREN'S DVDs	7	None	5

REGULAR COLLECTION

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

ILL (Inter-library loan)

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

*For Itasca cardholders only

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