

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

A. ITEM RENEWAL POLICY

Items that have holds placed on them cannot be renewed.

All other items can be renewed twice except for special collection items. *

Items can be renewed via phone, online, and in-person (with or without material).

B. EXTENDED LOAN (VACATION) POLICY

Available upon request, the Library will extend a loan period up to six-weeks except for interlibrary loan items, items that have holds on them, new materials, and special collection items.

EXTENDED LOAN (TEACHER) POLICY

Teacher loans, for anyone who is teaching preschool through college including home schooling parents, will be made for a period of six weeks upon request, with the exception of new materials, interlibrary loan items, and special collection items.

C. ITEM RESERVE POLICY

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

D. ITEM LIMIT POLICY

For most collections there are no limits on the number of items that may be checked out by a patron at one time, with the exception of the following formats:

- Video Games
- Special collection items*

*Special collections include but not limited to Go Pro Camera, Hotspot, Roku, e-Readers, STEM Kits, WiFi hotspots

E. ITEM LOAN PERIODS

The tables below outline the loan periods, renewal policies, and limits 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	3	2	None
ADULT T.V.SERIES	14	2	None
AUDIO BOOKS	21	2	None
BOOKS	21	2	None
CDs	21	2	None
CHILDREN'S DVDs	3	2	None

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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