

Loan Policies

Based on regular library cards and circulating items

Type of Item	Loan Period In Days	Item Limit	Renew Limit
Circulating Books	14	50	100 times or one year whichever comes first
Circulating Periodicals	14	50	100 times or one year whichever comes first
DVDs	14	15	100 times or one year whichever comes first
Audio Books	14	50	100 times or one year whichever comes first
Music CDs	14	10	100 times or one year whichever comes first
Software	14	50	100 times or one year whichever comes first
Kits & Story boxes	14	2	1
Board Book Kits	14	2	1

All material renewals are subject to requests placed on item. If another customer has requested currently checked out item, the item must be returned by end of loan period to meet the new request.

Exceptions:

- **Items acquired via Resource Sharing from other libraries** are subject to policies of the loaning library and may not be renewed.
- **Reference & Map** materials are for library use only. However, upon the judgment of the library staff, this material may be checked out for a limited time and quantity.

The library offers multiple processes for customers to renew materials including, but not limited to:

- In person
- By phone
- A variety of digital applications

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