

Loan Policies

Based on regular library cards and circulating items

Type of Item	Loan Period In Days	Item Limit	Renew Limit
Circulating Books	14	75	26 times
Circulating Periodicals	14	75	26 times
DVDs	14	20	26 times
Audio Books	14	75	26 times
Music CDs	14	20	26 times
Kits & Story Boxes	14	2	Varies

All materials are automatically renewed unless another customer has requested an item. If another customer has requested a currently checked out item, the item must be returned by the end of the 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
- Automatic Renewals

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