



106 Washington Avenue, Oshkosh, Wisconsin 54901-4985

## MEMORANDUM

DATE: Feb. 20, 2024

TO: Oshkosh Public Library Board of Trustees

FROM: Ruth Percey, Assistant Director for Public Service

RE: Loan Periods and Item Limits

Attached is an updated policy regarding loan periods and item limits. Most of the changes relate to new collections that were developed in the past few years. The specified collections have since grown and shorter loan periods are no longer needed to ensure the availability of items in those collections. With regard to DVDs, we discontinued the Lucky Day DVD collection.

*"A Library in Every Life"*