

# **CIRCULATION LOAN PERIODS AND ITEM LIMITS**

Board policy provides that limits on the number of items, reserves and length of loan will be determined by the Administration depending on the quantity available and the demand for the material.

## ITEM LIMITS

1. Maximum total items a borrower may check out: 75
2. High Demand Collection Limits
 

Lucky Day books and DVDS	2 items per card
Electronic games	2 items per card
Board Games	2 per card
Puzzles	2 per card
TIY Kits	2 per card
Electronic devices (Hotspot, Portable Charger, Chromebook, etc)	1 of each per card

## LOAN PERIODS

7 Days	DVDs Children's DVDs Lucky Day DVDs Electronic Games Chromebooks
14 Days	Magazines Children's magazines Adult New Fiction New Nonfiction with long reserve lists Lucky Day adult and children's print bestsellers Puzzles Board Games TIY Kits Hotspot Portable Charger Storytime in a Bag

# **CIRCULATION LOAN PERIODS AND ITEM LIMITS**

## LOAN PERIODS

28 Days

Books on CD  
Children's books and A-V items except DVDs, magazines  
and Lucky Day books  
Compact Discs  
Fiction  
Foreign Language Books & CDs  
Graphic Novels  
Large Print  
New Nonfiction  
Nonfiction  
Paperbacks  
Young Adult books and paperbacks

42 Days

Book Club Sets

Dates

ILL Items (Interlibrary loan) - Due date is set by the lending library and can be anything from one day to one month.

Electronic devices used in-house – Loan period is set by library staff and can be anything from one hour to one day.

## RENEWALS

Most library materials can be renewed two times if the items have not been reserved by another library user. Items may be renewed in person, through the Library's catalog on the Internet and by telephone, chat and the Winnefox app.

There are NO renewals on reserved items, and Lucky Day bestsellers.

Written By:	OPL Administration
Approved By:	Library Board
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