

Loan periods

- ◆ 3 weeks for books, this includes audio books. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
- ◆ Interlibrary loans are due the date indicated by the lending library. Books may be renewed once if there is not a waiting list for the title.
- ◆ DVD movies have a check out limit of 2 per person and a loan period of 7 days. They can be renewed once for an additional 7 day period. There is a \$1.00 per title fee for each 7 day loan period.
- ◆ High Demand DVDs may be checked out for a 3 day period with a rental fee of \$1.00. Renewals are not allowed on High Demand items.
- ◆ Non-Fiction DVDs have a check out limit of 2 per person and a loan period of 7 days. They can be renewed once for an additional 7 days. There is no fee for non-fiction DVDs.
- ◆ The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.
- ◆ There is a 15 item limit on the number of items a patron can borrow at one time, with one exception -- two items on a subject is the limit for a known school assignment.

Reserves

Reserves may be placed by patrons either in person, over the phone or on the library's website. Patrons will be notified by telephone or email when the materials are available. There is no charge to the patron for placing a reserve or for Inter-library loan services.