

## Loan Characteristics by Item Type

CIR FORMS & ADDITIONAL INFORMATION- 2

Approved: 04/08/2015

### Regular Circulating (includes Adult, Young Adult, Children's books unless marked New Book)

<b>Loan Period</b>	21 days	<b>Checkout limit*</b>	10
<b>Renewable</b>	Twice	<b>Fine Increment</b>	\$0.10/day
<b>Grace Period</b>	3 days	<b>Max Fine</b>	\$5.00

### New Books

<b>Loan Period</b>	21 days	<b>Checkout limit*</b>	3
<b>Renewable</b>	None	<b>Fine Increment</b>	\$0.10/day
<b>Grace Period</b>	3 days	<b>Max Fine</b>	\$5.00

### Audiobooks

<b>Loan Period</b>	21 days	<b>Checkout limit*</b>	3
<b>Renewable</b>	Twice	<b>Fine Increment</b>	\$1.00/day
<b>Grace Period</b>	3 days	<b>Max Fine</b>	\$5.00

### DVDs

<b>Loan Period</b>	7 days	<b>Checkout limit*</b>	5
<b>Renewable</b>	None	<b>Fine Increment</b>	\$1.00/day
<b>Grace Period</b>	1 day	<b>Max Fine</b>	\$5.00

### Cake Pans

<b>Loan Period</b>	7 days	<b>Checkout limit*</b>	2
<b>Renewable</b>	Once	<b>Fine Increment</b>	\$1.00/day
<b>Grace Period</b>	3 days	<b>Max Fine</b>	\$5.00

### Magazines

<b>Loan Period</b>	7 days	<b>Checkout limit*</b>	5
<b>Renewable</b>	Twice	<b>Fine Increment</b>	\$0.10/day
<b>Grace Period</b>	3 days	<b>Max Fine</b>	\$5.00

### Reference – cannot be checked out unless given special permission by director

<b>Loan Period</b>	7 days	<b>Checkout limit</b>	determined by director
<b>Renewable</b>	None	<b>Fine Increment</b>	\$1.00/day
<b>Grace Period</b>	None	<b>Max Fine</b>	\$5.00

\* New cardholders are allowed a total of four (4) items out at a time, including a maximum of two (2) DVDs, for the first two (2) months. Following this period, cardholders in good standing will be granted full library privileges.

Lost Card replacement fee: \$1.00.

Printing feese: \$.20/page for black & white, \$1.00/page for color, including taxes.