

## Circulation Policy No. 5

**Subject: CIRCULATION OF MATERIALS AND LOAN PERIODS**

**Adopted by Board July 14, 1993**

**Revised March 20, 2002; February 9, 2005; September 15, 2010; March 17, 2021;  
March 16, 2022**

### **Circulation of Materials and Loan Periods**

**Presentation of Library Card:** While it is preferred that a library card be presented when checking out materials, a registered patron may check out materials without a library card upon presentation of proof of identification. If no library card is available and no identification (in the case of younger children), there will be a limit of three items available for checkout, as long as the patron's registration record exists in library's database and is in good standing. If a parent or legal guardian with proper identification is accompanying a child without a card, the child will not be subject to the checkout limitation.

**Standard Loan Periods:** The Library establishes standard loan periods for the various materials in the collection. The loan periods are detailed in Attachment A. These loan periods apply to all individual cardholders. The Library accepts no responsibility for damage to any personal equipment caused by the use of Library materials.

**Special Loan Periods:** A **vacation loan period** (beyond 21 days) is available to all individual cardholders for all material except rentals, new feature adult and youth DVDs, and adult new books.

The loan period of **interlibrary loan materials** is specified by the lending library.

**Non-Circulating Materials:** Reference materials and newspapers do not circulate.

Business, student, teacher, homebound, outreach cards and the temporary card types are subject to different loan rules as outlined in their specific policies and/or Attachment D, the Library Card Chart.