

**CIRCULATION POLICIES - ATTACHMENT A**

**PRINT MATERIALS**

| <b><u>ITEM</u></b>                                      | <b><u>LOAN PERIOD</u></b> | <b><u>REPL. COST</u></b>  | <b><u>LIMIT PER CARD</u></b> | <b><u>RENEW</u></b>                | <b><u>RESERVE</u></b> |
|---|---------------------------|---|------------------------------|------------------------------------|-----------------------|
| Book  | 3 Weeks                   | Actual Cost or \$30.00 Default  | None                         | Yes                                | Yes                   |
| Book Group Kit  | 6 Weeks                   | Actual Cost or \$30.00 Default  | None                         | No                                 | Yes                   |
| Book-Holiday Big Book (Youth)                           | 3 Weeks                   | Actual Cost or \$30.00 Default  | None                         | Yes                                | Yes                   |
| Experience Kit (Adult) Wellness Kit                     | 1 Week                    | Actual Cost per item in the kit                                       | None                         | Yes<br>(1 time)<br>(No auto renew) | Yes                   |
| Interloan-Book (Received)                               | 4 Weeks                   | Actual Cost or \$100.01 Default<br>(As determined by lending library) | None                         | Yes<br>(1 time)<br>(No auto renew) | No                    |
| Large Print   | 3 Weeks                   | Actual Cost or \$30.00 Default  | None                         | Yes                                | Yes                   |
| Paperback   | 3 Weeks                   | Actual Cost or \$10.00 Default  | None                         | Yes                                | Yes                   |
| Periodical  | 3 Weeks                   | Actual Cost or \$4.00 Default   | None                         | Yes                                | Yes                   |
| Pine Tree, RAP, West Hills, Lone Pine (Special Program) | 3 Week                    | Actual Cost or \$10.00 Default  | None                         | Yes                                | Yes                   |

**CIRCULATION POLICIES - ATTACHMENT A**

**MEDIA MATERIALS**

| <b><u>ITEM</u></b>                        | <b><u>LOAN PERIOD</u></b>             | <b><u>REPL. COST</u></b>           | <b><u>LIMIT PER CARD</u></b> | <b><u>RENEW</u></b>                 | <b><u>RESERVE</u></b> |
|---|---------------------------------------|------------------------------------|------------------------------|-------------------------------------|-----------------------|
| Audio-Visual<br>Literacy/Foreign Language | 3 Weeks                               | Actual Cost or<br>\$30.00 Default  | None                         | Yes                                 | Yes                   |
| AWE Youth Tablet<br>(IN HOUSE USE ONLY)   | Available<br>During Business<br>Hours | Actual Cost                        | None                         | NA                                  | NA                    |
| Book-CD                                   | 3 Weeks                               | Actual Cost or<br>\$30.00 Default  | None                         | Yes                                 | Yes                   |
| Read Along                                | 3 Weeks                               | Actual Cost or<br>\$30.00 Default  | None                         | Yes                                 | Yes                   |
| Compact Disc                              | 3 Weeks                               | Actual Cost or<br>\$30.00 Default  | None                         | Yes                                 | Yes                   |
| Discovery Tablet                          | 3 Weeks                               | Actual Cost or<br>\$100.00 Default | 2                            | Yes<br>(2 times)<br>(No auto renew) | Yes                   |
| DVD/Blu-Ray                               | 1 Week                                | Actual Cost or<br>\$30.00 Default  | None                         | Yes                                 | Yes                   |
| EAudio- Cloud Library                     | 3 Weeks                               | ----                               | 10***                        | Yes                                 | Yes                   |
| EAudio- Hoopla                            | 3 Weeks                               | ----                               | 20*                          | No                                  | No                    |
| EAudio – OverDrive/Libby                  | 3 Weeks                               | ----                               | 10***                        | Yes                                 | Yes                   |
| EBook- Cloud Library                      | 3 Weeks                               | ----                               | 10***                        | Yes                                 | Yes                   |
| EBook- Hoopla                             | 3 Weeks                               | ----                               | 20*                          | No                                  | No                    |
| EBook - OverDrive/Libby                   | 3 Weeks                               | ----                               | 10***                        | Yes                                 | Yes                   |
| EMagazine- OverDrive/Libby                | Permanent                             | ----                               | None                         | ----                                | ----                  |
| EMusic- Hoopla                            | 1 Week                                | ----                               | 20*                          | No                                  | No                    |

|  |                                       |  |      |                                     |     |
|--|---------------------------------------|--|------|-------------------------------------|-----|
| EVideo- Hoopla                                   | 3 Days                                | -----  | 20*  | No                                  | No  |
| Family Literacy Kit                              | 3 Weeks                               | Actual Cost or<br>\$100 Default  | None | Yes<br>(2 times)<br>(No auto renew) | Yes |
| Hotspots   | 3 Weeks                               | Actual Cost or<br>\$90 Default   | 1    | Yes<br>(1 time)<br>(No auto renew)  | Yes |
| Interloan-Media<br>(Received)                    | 2 Weeks                               | Actual Cost or<br>\$100.01 Default<br>(As determined by lending library) | None | No                                  | No  |
| Puzzles  | 3 Weeks                               | Actual Cost or<br>\$30.00 Default  | 2    | Yes<br>(2 times)<br>(No auto renew) | No  |
| Study Rooms<br>(Including Dry Erase Marker Kits) | Available<br>During Business<br>Hours | Actual Cost or<br>\$10 Default   | None | NA                                  | NA  |
| Video Game                                       | 1 Week                                | Actual Cost or<br>\$60.00 Default  | 2    | Yes<br>(2 times)<br>(No auto renew) | Yes |
| Playaway   | 3 Weeks                               | Actual cost or<br>\$30.00 Default  | None | Yes                                 | Yes |

\*20 combined EAudio, EBook, EMusic, EVideo titles per month per card. Policies established by vendor.

\*\*\*10 combined EAudio and EBook titles per vendor per card. Policies established by vendor.

**Adopted by The West Bloomfield Township Public Library Board of Trustees - August 11, 1993.**

**Revised 2/8/95. Revised 7/12/95. Revised 10/09/96. Revised 05/14/97. Revised 06/11/97. Revised 10/8/97. Revised 5/11/98. Revised 1/13/99. Revised April 5, 1999. Revised July 1, 1999. Revised August 8, 2001. Revised October 10, 2001. Revised 7/9/03, Revised 9/8/04, Revised 1/10/07, Revised 6/11/08, Revised 12/10/08, Revised 4/19/09, Revised 12/9/09. Revised 9/15/10. Revised 6/13/12. Revised 12/12/12. Revised 4/8/15. Revised 6/10/15. Revised 3/23/16; Revised 3/22/17; Revised 3/17/21; Revised 3/16/22; Revised 2/8/23; Revised 9/13/23; Revised 4/1/24. Revised 6/12/24.**