

CIRCULATION POLICIES - ATTACHMENT A

PRINT MATERIALS

<u>ITEM</u>	<u>LOAN PERIOD</u>	<u>REPL. COST</u>	<u>LIMIT PER CARD</u>	<u>RENEW</u>	<u>RESERVE</u>
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
Interloan-Book (Received)	4 Weeks	Actual Cost or \$100.01 Default (As determined by lending library)	None	Yes (1 time) (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

MEDIA AND NON-PRINT MATERIALS

<u>ITEM</u>	<u>LOAN PERIOD</u>	<u>REPL. COST</u>	<u>LIMIT PER CARD</u>	<u>RENEW</u>	<u>RESERVE</u>
Audio-Visual Literacy/Foreign Language	3 Weeks	Actual Cost or \$30.00 Default	None	Yes	Yes
AWE Youth Tablet (IN HOUSE USE ONLY)	Available During Business Hours	Actual Cost	None	NA	NA
Book-CD	3 Weeks	Actual Cost or \$30.00 Default	None	Yes	Yes

Read Along	3 Weeks	Actual Cost or \$30.00 Default	None	Yes	Yes
Compact Disc	3 Weeks	Actual Cost or \$30.00 Default	None	Yes	Yes
Discovery Tablet	3 Weeks	Actual Cost or \$100.00 Default	2	Yes (2 times) (No auto renew)	Yes
DVD/Blu-Ray	1 Week	Actual Cost or \$30.00 Default	None	Yes	Yes
Experience Kit (Adult) Wellness Kit	4 3 Weeks	Actual Cost per item in the kit	None	Yes (1 time) (No auto renew)	Yes
Family Literacy Kit	3 Weeks	Actual Cost or \$100 Default	None	Yes (2 times) (No auto renew)	Yes
Hotspots	3 Weeks	Actual Cost or \$90 Default	1	Yes (1 time) (No auto renew)	Yes
Interloan-Media (Received)	2 Weeks	Actual Cost or \$100.01 Default (As determined by lending library)	None	No	No
Puzzles/Board Games	3 Weeks	Actual Cost or \$30.00 Default	2	Yes (2 times) (No auto renew)	No
Study Rooms (Including Dry Erase Marker Kits)	Available During Business Hours	Actual Cost or \$10 Default	1	NA	NA
Video Game	1 Week	Actual Cost or \$60.00 Default	2	Yes (2 times) (No auto renew)	Yes
Playaway	3 Weeks	Actual cost or \$30.00 Defaul	None	Yes	Yes

Digital Materials

<u>ITEM</u>	<u>LOAN PERIOD</u>	<u>REPL. COST</u>	<u>LIMIT PER CARD</u>	<u>RENEW</u>	<u>RESERVE</u>
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

*20 combined EAudio, EBook, EMusic, EVideo titles per month per card.

***10 combined EAudio and EBook titles per vendor per card.

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. Revised July 8 2026