

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; April 1, 2024; July 8, 2026**

Circulation of Materials and Loan Periods

Presentation of Library Card: Presenting a physical or digital library card when checking out materials is preferred. Registered patrons who do not have their library card or library card number may check out materials by providing a valid photo ID. In the case of minor children, if no library card is available and no identification, there will be a limit of three items available for checkout, as long as the account 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 books and movies except new feature adult DVDs and Blu-Rays, and adult new books.

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

Non-Circulating Materials: Reference materials, including the Mollie Cooper collection, and newspapers do not circulate.

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