

<b>CODE:</b>	3540
<b>SECTION:</b>	Library Materials
<b>SUBJECT:</b>	Loan Periods and Limits on Library Materials
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## LOAN PERIODS AND LIMITS ON LIBRARY MATERIALS

### GENERAL OBJECTIVES

Danville Public Library has established loan periods and limits for various types of materials in the collection in order to ensure that library materials receive the maximum use by the community. Patrons may borrow a total of twenty-five (25) items at any one time. Unless otherwise stated, materials may be renewed up to three times if a hold has not been placed on the materials.

### PATRON RESPONSIBILITY

Patrons are responsible for all library material in their possession. Materials are expected to be returned in useable condition. Patrons will be charged for materials that are not returned by their due date or returned in such condition as the material needs to be withdrawn from the collection. Patrons are advised to only check out the amount of materials they can responsibly maintain. Patrons are responsible for tracking due dates.

For more information, see Codes 3310 and 3330.

Materials borrowed from other libraries shall follow the rules established by the lending institution.

### *REGULAR COLLECTION PRINT MATERIALS*

New Fiction and New Non-Fiction may be checked out for two weeks.

Fiction and Non-fiction Books may be checked out for four weeks.

MAGAZINES may be checked out for two weeks, with the exception of the most current issue, which may not be checked out.

### *AUDIOVISUAL MATERIALS*

Entertainment DVDs/Blu-Rays may be checked out for one week. Nonfiction and TV Series DVDs/Blu-Rays may be checked out for two weeks.

CDs may be checked out for four weeks.

Materials in the reference and the archives collections may not be checked out.

<b>ADOPTED:</b> 11/19/1984
<b>AMENDED:</b> 6/17/1991, 10/21/1996, 2/23/2000, 2/18/2008, 5/17/2010, 8/21/2018, 6/18/2019, 12/17/2019
<b>REVIEWED:</b>
<b>LEGAL REFERENCE:</b>

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*YOUTH SERVICES MATERIALS*

Books may be checked out for four weeks. Materials in the reference collection may not be checked out.

Youth Services audiovisual materials, including CDs, kits, and selected puzzles may be checked out for four weeks. Tablets may be checked out for one week to high school aged students. They may not be renewed.

Special loan privileges may be extended to patrons who work with children, i.e. teachers, homeschoolers, etc.

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