

Mid-Columbia Library System 405 S DAYTON, KENNEWICK, WA 99336 509.582.4745		Circulation Policy	
		SECTION: 210	NO. 60
TITLE: <i>LOAN PERIODS AND LIMITS</i>			
COVERAGE: <i>CARDHOLDERS</i>	RESPONSIBLE: <i>PUBLIC DESK STAFF</i>		Page 1 of 1
AUTHOR: <i>MATTHEW BERUBE</i>	SUPERSEDES: <i>CIRCULATION POLICY: Check-Out Period</i> <i>CIRCULATION POLICY: Loan Limits</i>		
REVIEWED BY: <i>PLANNING AND DEVELOPMENT COMMITTEE</i>		APPROVED BY: <i>BOARD OF TRUSTEES</i>	
ADOPTED: <i>4/18/1994</i>	REVISED: <i>11/20/2006;</i> <i>4/21/2008</i>	EFFECTIVE: <i>7/1/2008</i>	NEXT REVIEW:

The Mid-Columbia Library System offers a large selection of materials, in a variety of formats, for use by its customers. Limits have been established for check-out and renewal to assure that all customers have an opportunity to enjoy these materials.

REGULATIONS

LOAN LIMITS

1. A maximum of 100 items may be checked out on an individual's library card.
2. Most materials may be checked out for a three-week period.
3. DVDs may be checked out for a one-week period (limit of 12 adult DVDs and 12 children's DVDs per card).
4. Adult DVDs and videotapes may not be checked out on a child's library card.
5. Reference materials may not be loaned.
6. MCLS may assign different loan limits for designated collections.

RENEWALS

7. Items may be renewed up to two times for the original loan period.
8. Materials for which there is an active reserve cannot be renewed.
9. Renewing items does not reduce or eliminate any overdue fines accrued.

DUE DATE INFORMATION

10. Customers are responsible for knowing when their items are due.
 11. A printed receipt with due dates will be provided upon check-out. If the receipt is lost, this information can be obtained online, by telephone, or by visiting any MCLS library.
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