

Mid-Columbia -Libraries 405 S DAYTON, KENNEWICK, WA 99336 509.582.4745		Circulation Policy	
		SECTION: 210	NO. 60 Page 1 of 1
TITLE:		<i>LOAN PERIODS AND LIMITS</i>	
ADOPTED: 4/18/1994	REVISED: 11/20/2006; 4/21/2008; 6/21/2011; 9/25/2013		

Mid-Columbia Libraries 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 a customer's library card.
2. Most materials may be checked out for a three-week period. MCL may assign different loan limits for designated collections. Some items are available for in-library use only.
3. Customers may check out up to 12 adult DVDs and 12 children's DVDs at a time.
4. Adult DVDs may not be checked out on a child's library card.

RENEWALS

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

DUE DATE INFORMATION

8. Customers are responsible for knowing when their items are due.
 9. A printed receipt with due dates can be provided upon check-out. If the receipt is lost, this information can be obtained online, by telephone, or by visiting any branch of Mid-Columbia Libraries.
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