

## Circulation of Library Materials

February 2001

Revised 12/28/06, 11/15/07, 2/12/09, 6/14/12, 2/13/18, 5/11/21

Reviewed 12/17/15

<u>Material</u>	<u>Check-out Period</u>	<u>Renewal Limit</u>	
Books, Magazines, Newspapers	2 weeks	2	[current magazine & one week of newspapers
Audiocassettes, CD's, Kits	2 weeks	2	not circulate]
Non-Fiction Videos & DVD's	2 weeks	2	
Entertainment Videos & DVD's	7 days	1	
Reference	Overnight	0	
Archival materials	0	0	

### Individual Check-out Limits

Adults	30 items
Children 6 <sup>th</sup> grade and under	3 items, 30 items if accompanied by a parent or legal guardian
First Day Cardholder	3 items
Entertainment Videos & DVD's	3 items

### Renewals and Reserves

- Materials can be renewed in person, online, or over the phone.
- Materials with reserves may not be renewed.
- Reserves will be held for 3 days.
- Material needed for additional time must be returned for recheck-out.

### Special Check-out

#### Homebound, Residential Facilities, Hospitals, Doctor's offices, Senior Housing

- Deliveries upon request
- Automatic renewals up to limit

#### Vacation

- Up to 6 weeks upon request

#### Teachers and Home School Parents

- Applies from September 1 through June 1
- Must teach in the Oelwein School District or is an Oelwein Resident who teaches in another district
- Must use Teacher/Home School library card
- Items checked-out must be for classroom use, not personal use
- Automatic renewals up to limit

#### Special Circumstances

- Discretion of the Director