POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY
CIRCULATION POLICY

Revised: 2003
Reviewed: 12/18/ 2004
Revised: 2006
Reviewed: 8/21/ 2008
Revised: 2013

Need for this Policy:
The Library needs this policy to establish loan periods and amounts of library materials which may circulate.

Policy:

I. Reference Items do not circulate.

II. Loan Periods

A. A loan period of 21 days applies to:

B. A loan period of 7 days applies to:
   1. A/V Materials (Movies, Games) and Juvenile Holiday Books.

C. Patrons with valid library cards may have hold on their account at one time:
   1. Books – 50
   2. DVD’s – 3
   3. Music CD’s – 5
   4. Magazines – 4
   5. Audio Books – 10
   6. Games – 1

D. Restrictions:
   1. Juvenile
      a. The staff reserves the right to question anyone appearing to be under the age 15, un-chaperoned by an adult, about Adult Titles.
      b. Anyone under the age of 18 may not take R-rated Media (which includes DVD’s, Parental Advisory Music, Rated-A Games) unless;
         i. Parental consent is initialed on Juveniles’ application.

E. Requests for exceptions to limits will be taken and reviewed individually.

F. Items already on loan, on order or at another library may be requested on the computers or at the desk.

G. Titles not found may be requested for purchase or for interlibrary loan from another library system

H. There is a limit of one renewal per item
   1. Renewals may be made via online, by phone or in person