

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:
    1. Books, Audio Books, Music and Magazines.
  - 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