

**OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE**

Name of Policy **CIRCULATION LOAN PERIOD**

Purpose: To set a standard period of time for loans from the Library.

Procedure:

1. Regular loan period is three (3) weeks, which is changed daily.
 (Exceptions are noted below) Items may be renewed up to two (2) times
 unless a hold has been placed. Renewals may be made by phone or
 online.

2. Reference materials, rare book collections, and government documents do
 not circulate, except at the discretion of the Librarian in charge.

Table of Loan Periods and Limits

Item Type	Loan Period (Days)	# CKO Limits?	Fines Per Day	# of Renewals
Adult Audio Cassette		7	\$0.10	2
Adult Book on CD		7	\$0.10	2
Adult Book			\$0.10	2
Adult Compact Disc		3	\$0.10	2
Adult DVD	7	5	\$0.25	2
Adult Nonfiction Oversize			\$0.10	2
Adult Serials		7	\$0.10	2
Adult Reference	See # 2		\$0.10	0
Adult Video Cassette			\$0.10	2
Nonfiction DVD			\$0.10	2
In-house Item	1		\$0.10	2
Interlibrary Loan	Determined by Lending Library	3	\$0.00	0
Juvenile Audio Cassette		7	\$0.05	2
Juvenile Book on CD		7	\$0.05	2
Juvenile Book			\$0.05	2
Juvenile Compact Disc		3	\$0.05	2
Juvenile DVD	7	5	\$0.25	2
Juvenile Serials		7	\$0.05	2
Juvenile Reference	See # 2		\$0.05	0
Juvenile 7 Day Book	7	3	\$0.05	2
Juvenile Toy	7		\$0.25	2
Juvenile Video Cassette			\$0.05	2
Teen Book on CD		7	\$0.10	2
Teen Book			\$0.10	2
Teen Serials		7	\$0.10	2

Date revised: 12 September 2011

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By: Ottumwa Public Library Board of Trustees