

Policy: 501  
Subject: Loan Periods  
Reviewed: 12/18/2007, 04/02/2010  
Approved: 02/22/2005  
Revised: 01/29/2008, 06/22/2010

- 1) Loan Periods
  - a) Most materials in the collection circulate for a period of 21 days.
  - b) In demand materials circulate for a period of 14 days.
  - c) Music CDs, DVDs and Periodicals, circulate for a period of 7 days.
  - d) LCD or Slide Projectors circulate overnight to Milford Library cardholders only.
  - e) Reference material is non-circulating.
- 2) Special Loan Periods
  - a) Some patrons' needs may not be fully met by the Library's regular loan periods.  
To meet the needs of these patrons, library materials not in high demand may be borrowed for an extended period of six weeks.
- 3) Renewals
  - a) Most materials in the collection may be renewed 2 times.
- 4) Interloan materials
  - a) Interloan materials are due as specified by the lending library.
  - b) Interloan materials received from TLN member libraries or via MelCat may be renewed once within TLN Shared Automation System or MelCat guidelines.
- 5) To avoid depleting the Library's collection in any one area, the Director may establish limits on the various types of materials.