

Lending Policy

Definition

Audiovisual: Includes audiobooks, DVDs, CDs, computer games, and similar formats.

First Time Borrower Policy

The first time a patron borrows materials, s/he is limited to one item.

Freedom of Access Policy

The library does not restrict access to library materials. The responsibility for deciding if the content of an item is appropriate for a minor rests with that child's legal guardian (**ALA Access to Library Resources and Services for Minors**). Legal guardians may request in writing that their child not be allowed to borrow one or more of these formats:

- Audiobook,
- Computer Use,
- DVD, or
- Game.

The library will not comply with requests to prevent minors from accessing, viewing, or borrowing items based on their content.

Print Book Lending Policy

Print books may be borrowed for four weeks.

Audiobook Lending Policy

Audiobooks may be borrowed for four weeks.

Audiobooks must be returned inside the building.

Audiovisual Lending Policy, Excluding Audiobooks

Audiovisual materials, may be borrowed for one week.

Audiovisual materials must be returned inside the building.

A patron may borrow up to six cases of audiovisual materials at one time, excluding audiobooks. Of these, only two may be a boxed set. A boxed set is a DVD case that contains three or more DVDs.

Magazine Lending Policy

Magazines, excluding the current issue, may be borrowed for four weeks.

Newspaper Lending Policy

Newspapers may not be borrowed by patrons. These items are for in-library use only.

Reference and Microfilm Lending Policy

Reference materials and microfilm may not be borrowed by patrons. These items are for in-library use only.

Other Collections Lending Policy

As library items and use evolve, terms of lending not covered by this written policy will be left to the immediate discretion of the Library Director.

Approved January 16, 2018