

## MEDINA COUNTY DISTRICT LIBRARY POLICY MANUAL

<b>Policy No: PUB-02f</b>	<b>Title: LOAN PERIODS</b>		
Section: Public Services	Owner: Assistant Director	Resolution No: 21-12	
Board Approval Date: 08-19-2019	Staff Reviewed Date: 06-11-2021	Revised Date: 07-19-2021	Effective Date 07-19-2021

**Policy Statement:**

A loan period defines the number of days an item may be checked out before overdue bills begin to accrue. Renewal of an item “recharges” that item to the same account, allowing an additional borrowing period. Clevnet will automatically renew items according to the owning library’s policies. All MCDL items renew up to five (5) times. Items with holds will not renew. Exceptions to this rule are listed below.

Item	Loan period in days	Cannot renew	NOTES
Audiobooks	21		
Bi-Folkal Kits	14	X	Theme related, materials may vary
Book Club Bags	42	X	10 copies with discussion questions
Books	21		
CDs	21		
Discovery Kits/ Grief Kits	14	x	J Theme related, books/toy/bag
DVDs, Blu-Rays	14		No holds or renewals on NHDVDs, NHBlu-Rays
Early Literacy Kits	14	X	Theme related stories and realia
Educator Card items	28		Exception: some outreach special materials
Educator Sets	42	X	Multiple copies of paperback titles grades 1 – 12
eMedia	varies	X	
Magazines	14		
New books	14		No holds or renewals on Lucky Breaks
OCLC Interloans	varies	X	
Outreach Services	42		
Reference Material			At discretion of reference staff, no holds
See for Yourself Kits	14		Magnifiers and reading aids
Tote bags and baskets	21		No holds
Vacation loans			Up to 8 weeks, MCDL items only
Video Games	14	X	Video games marked as “New.” No holds on “New”
Wifi Hotspots	14	X	Limit one checkout per household per 30 day period. No holds

No materials are due on Sundays or when the library is closed for a holiday; items will be due back on the next open day. If the Bookmobile stop is cancelled, items will be due at the next scheduled stop for that location. Member holds will be kept for 10 days, beginning the day the item is transited into the library. Members will receive 24 hour reminder email for expiring holds. Holds may only be checked out to the account on which the hold was placed.