

CIRCULATION GUIDELINES
PRINT MATERIAL/REALIA

9-25-15

MATERIAL TYPE	ITEM TYPE	LOAN PERIOD	FINE/FEE	MAX FINE	DEFAULT PRICE	HOLDS	ILL	LIMIT	RENEWALS
ADULT									
BOOK	BOOK	21 DAYS	.20/DAY	\$5.00	\$20.00	YES	YES	NONE	2
BOOK CLUB KIT	BOOK CLUB KITS	42 DAYS	1.00/DAY	\$15.00	\$100.00	YES	YES	2	2
LARGE PRINT	LARGEPRTBK	21 DAYS	.20/DAY	\$5.00	\$25.00	YES	YES	NONE	2
LUCKY DAY	SHORTLNBK	7 DAYS	1.00/DAY	\$10.00	\$20.00	NO	NO	2	0
MAGAZINE	MAGAZINE	7 DAYS	.20/DAY	\$2.00	\$3.00	NO	NO	NONE	2
NEW BOOK	NEW-BOOK	21 DAYS	.20/DAY	\$5.00	\$20.00	YES	NO	NONE	2
PAPERBACK	PAPERBACK	21 DAYS	.20/DAY	\$2.00	\$5.00	YES	YES	NONE	2
REFERENCE	REF-BOOK	PERM. REQ.	1.00/DAY	\$10.00	\$40.00	NO	NO	NONE	0
YOUNG ADULT									
BOOK	TBOOK	21 DAYS	.20/DAY	\$5.00	\$20.00	YES	YES	NONE	2
GRAPHIC NOVEL	TGRAPHIC	21 DAYS	.20/DAY	\$5.00	\$20.00	YES	YES	NONE	2
MAGAZINE	TMAGAZINE	7 DAYS	.20/DAY	\$3.00	\$3.00	NO	NO	NONE	2
NEW BOOK	NEW-BOOK	21 DAYS	.20/DAY	\$5.00	\$20.00	YES	NO	NONE	2
BATTLE OF THE BOOKS	NEWTSHRTLN	21 DAYS	.20/DAY	\$5.00	\$20.00	YES	NO	2	2
YOUTH									
BOOK	JBOOK	21 DAYS	.10/DAY	\$5.00	\$20.00	YES	YES	NONE	2
HOLIDAY BOOK	JBOOK	21 DAYS	.10/DAY	\$5.00	\$20.00	YES	NO	NONE	2
LOCAL REQUEST	LOCALITEM3	21 DAYS	.10/DAY	\$5.00	\$20.00	YES	NO	NONE	2
MAGAZINE	JMAGAZINE	7 DAYS	.10/DAY	\$2.00	\$2.00	NO	NO	NONE	2
NEW BOOK	NEW-JBOOK	21 DAYS	.10/DAY	\$5.00	\$20.00	YES	NO	NONE	2
PUPPET	REALIA	7 DAYS	.10/DAY	\$5.00	\$20.00	NO	NO	5	2
REFERENCE	REF-BOOK	PERM. REQ.	1.00/DAY	\$10.00	\$40.00	NO	NO	NONE	0
SERIES PAPERBACK	JPAPERBACK	21 DAYS	.10/DAY	\$2.00	\$5.00	YES	YES	NONE	2

CIRCULATION GUIDELINES

A/V MATERIALS

9-25-15

MATERIAL TYPE	ITEM TYPE	LOAN PERIOD	FINE/FEE	MAX FINE	DEFAULT PRICE	HOLDS	ILL	LIMIT	RENEWALS
ADULT									
AUDIO BOOK	BOOKONCD	21 DAYS	.20/DAY	\$5.00	\$50.00	YES	YES	5	2
BLU-RAY	BLU-RAY	7 DAYS	1.00/DAY	\$10.00	\$25.00	YES	YES	5	2
CD (MUSIC)	CD	21 DAYS	.20/DAY	\$5.00	\$15.00	YES	YES	NONE	2
COURSE AUDIO CD	BOOKONCD	21 DAYS	.20/DAY	\$5.00	\$50.00	YES	YES	5	2
COURSE DVD	VISMEDIA	21 DAYS	1.00/DAY	\$10.00	\$25.00	YES	YES	5	2
DVD-ENT,DOC,FF,ANIME	DVD	7 DAYS	1.00/DAY	\$10.00	\$25.00	YES	YES	10	2
DVD-TV SERIES	RSOFTWARE	7 DAYS	1.00/DAY	\$10.00	\$25.00	YES	YES	5	2
DVD - NON-FEATURE	NONFICDVD	7 DAYS	1.00/DAY	\$10.00	\$25.00	YES	YES	5	2
ESL AUDIO	BOOKONCD	21 DAYS	.20/DAY	\$5.00	\$50.00	YES	YES	5	2
ESL KIT	MEDIAKIT	21 DAYS	.20/DAY	\$5.00	\$25.00	YES	YES	NONE	2
ESL DVD/VIDEO	NONFICDVD	7 DAYS	1.00/DAY	\$10.00	\$25.00	YES	YES	5	2
HOT PICS	SPECIAL	3 DAYS	1.00/DAY	\$10.00	\$25.00	NO	NO	2	0
LANGUAGE BOOK/CD	BOOKONCD	21 DAYS	.20/DAY	\$5.00	\$50.00	YES	YES	5	2
LANGUAGE KIT	MEDIAKIT	21 DAYS	.20/DAY	\$5.00	\$15.00	YES	YES	NONE	2
PLAYAWAY	PLAYAWAY	21 DAYS	.20/DAY	\$5.00	\$25.00	YES	YES	5	2
VIDEO-ENTERTAINMENT	VIDEO	7 DAYS	1.00/DAY	\$10.00	\$25.00	YES	YES	5	2
VIDEO - 7 DAY	NONFICDVD	7 DAYS	1.00/DAY	\$10.00	\$25.00	YES	YES	5	2
YOUNG ADULT									
AUDIO BOOK ON CD	TBOOKONCD	21 DAYS	.20/DAY	\$5.00	\$25.00	YES	YES	5	2
CD (MUSIC)	TCD	21 DAYS	.20/DAY	\$3.00	\$15.00	YES	YES	NONE	2
DVD - ANIME	DVD	7 DAYS	1.00/DAY	\$10.00	\$25.00	YES	YES	10	2
GAMES	TSOFTWARE	7 DAYS	1.00/DAY	\$10.00	\$50.00	YES	NO	5	2
YOUTH									
AUDIO BOOK ON CD	JBOOKONCD	21 DAYS	.20/DAY	\$5.00	\$20.00	YES	YES	5	2
BLU-RAY	JBLU-RAY	7 DAYS	1.00/DAY	\$10.00	\$25.00	YES	YES	5	2
BOOK ON TAPE	JBKONTAPE	21 DAYS	.20/DAY	\$5.00	\$20.00	YES	YES	5	2
CD (MUSIC)	JCD	21 DAYS	.20/DAY	\$5.00	\$15.00	YES	YES	NONE	2
CD-ROM	SOFTWARE	21 DAYS	1.00/DAY	\$10.00	\$50.00	YES	YES	5	2
DVD	JDVD	7 DAYS	1.00/DAY	\$10.00	\$25.00	YES	YES	10	2
GAMES	JSOFTWARE	7 DAYS	1.00/DAY	\$10.00	\$50.00	YES	NO	5	2
MEDIA KIT	MEDIAKIT	21 DAYS	.20/DAY	\$5.00	\$15.00	YES	YES	NONE	2
PLAYAWAY	JPLAYAWAY	21 DAYS	.20/DAY	\$5.00	\$25.00	YES	YES	5	2