

## LOAN RULES - POLICY

<u>Item</u>	<u>Loan Period</u>	<u>Limit</u>
Audiobooks	3 weeks	
Music CDs	7 days	20
Children's videogames	7 days (no grace period)	3
DVDs	7 days (no grace period)	10
Popular Pick DVDs	7 days (no grace period)	1
General Collection	3 weeks	
Kits	3 weeks	
Large Print (new and older titles)	3 weeks	
Magazines	7 days	
New adult fiction books (under 450 pages)	14 days	
(450 + pages)	3 weeks	
Adult non-fiction & older fiction books	3 weeks	
Youth non-fiction & fiction books	3 weeks	
Knitting needles and Crochet hooks	6 weeks	

\* There is a system limit of 100 items that may be checked out on a card at any one time.

\* There is a system limit of 30 holds on a patron's card at any one time.

### **RENEWING:**

"Popular Pick" DVDs and Youth Video Games cannot be renewed.  
Knitting needles and crochet hooks can be renewed once.  
All other St. Francis materials can be renewed a maximum of 2 times.

STAFF ONLY: For all other library's loan rules: Click on the: MCFLS Loan Rules" desk top icon on the circulation computers.

### **VACATION LOANS:**

No

### **SENIOR CITIZENS:**

No special privileges

Approved by the St. Francis Library Board December 2019