

LOAN AND RENEWAL POLICY

The standard loan period is two-weeks, with three-2 week renewals. An item may not be renewed if a reserve has been placed on it for another patron. Renewal of overdue items is allowed. There is no limit on the number of these standard loan items per card. Holds may be placed. Teachers are limited to a maximum of 50 holds, Outreach delivery patrons are limited to 300 holds, and all other patrons are limited to 25 holds. The following items contain exceptions to the standard loan period:

COMPACT DISCS BOOKS ON COMPACT DISC DVDS CD-ROMS	These items are limited to 10 per card. Kids Only cards may not check out adult DVDs.
HOLIDAY COMPACT DISCS	No renewals are allowed. These items are limited to 10 per card, which count toward the overall limit of 10 Compact Discs per card.
HOLIDAY BOOKS	No renewals are allowed. These items are limited to 10 per card.
FISHING POLES E-READERS BOOK BASKETS/BAGS LEAP FROG / LINCOLN FIELD TRIP KITS / METER READERS	These items are limited to one (1) of each per card, not to exceed a total of five (5).
IPADS AND CODING TOYS	These items are limited to one (1) per card. Items are checked Out for a period of one (1) hour for use with the Library only.
REFERENCE MATERIALS	These items are loaned only with special permission from the Manager of Information Services.
STREAMING MEDIA PLAYERS	Loan period is seven (7) days with no renewals allowed. These items are limited to one per adult card. May not be checked out by anyone under 18.

Quincy Public Library
Board of Trustees
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