Consolidated Circulation Policies

Loan periods:

- DVD loan period: one week.
- New book loan period: two weeks.
- Books, audiobooks, music CDs, paperbacks: three weeks.
- All items have two renewals.

Local systems can choose to catalog new books as regular (three week) books. The age-based hold protection will still apply, if you wish the item to circulate only in your system for 6 months.

Checkout limits:

- **DVD**: maximum of 10 per card.
- **Total items**: maximum of 30 (except in the cases of systems with a preexisting higher maximum item count).

Circulation Modifiers

The above changes affect the following circulation modifiers:

- **AUDIO**: three weeks
- **AUDIO BOOK**: three weeks
- **BOOK**: three weeks
- **NEW BOOK**: two weeks
- **VIDEO**: seven days

New circulation modifiers:

- No fines Juvenile DVD
- No fines Juvenile

Please do not use these new modifiers unless your system has specifically decided to use them. Right now, Kershaw is the only system that uses these modifiers.

Shelving Locations

Standardized shelving location names:

- Locations should start with: Adult, Young Adult, or Juvenile.
- These spellings are standard: Fiction, Non-Fiction (not any other spelling, punctuation, or capitalization), DVD (not DVDs).