

Geauga County Public Library
Operating Policy Manual

SECTION: LOAN PERIODS
NUMBER: 731
EFFECTIVE DATE: February 16, 2010
PAGE: 1 of 1

Library materials (listed below) are loaned to registered borrowers for three weeks.

Books: hardbacks, paperbacks, pamphlets, motor manuals, and other print materials; includes: adult, juvenile, young adult books.

Compact discs: CD

Computer Software: CD-ROM or DVD programs.

DVD: TV Series

Kits: Audio-visual material with book or pamphlet

Periodicals: Magazines

Spoken Word: Books-on-tape, books on CD

Exceptions – one week loan:

Video (General and Non-fiction) cassettes and DVD's

Bookmobile Popular Videos are loaned for one week

High Demand or Special Use library materials are loaned for one week

Electronic Reading Devices

Exception – one day loan:

DVD Plus: Dollar DVDs

Glossary: CD Compact Disc
 CD-ROM Compact Disc-Read Only Memory
 DVD Digital Versatile Disc or Digital Video Disc

Reference: books or reference audio-visual materials do not circulation except with permission of the Library Manager or staff member designated by the manager. Any loan period may be extended, on a case-by-case basis, at the discretion of the staff.

Revised February 16, 2010
Revised July 17, 2001
Revised November 21, 2000
Revised October 29, 1999
Approved October 12, 1997