

Geauga County Public Library  
Operating Policy Manual

SECTION: RENEWAL OF LOANS  
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GCPL and MORE (Ohio statewide catalog sharing program) library materials on loan (listed below) may be renewed (loan period extended) twice each for an additional three week period.

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

Kits: Audio-visual material with book or pamphlet

Periodicals: Magazines

Spoken Word: Books-on-tape, books CD

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Exceptions – two one week renewals:

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

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Exceptions – no renewal:

DVD Plus may not be renewed.

DVD TV Series may not be renewed.

High-Demand or Special-Use library materials may not be renewed.

Electronic Reading Devices

Interlibrary loan materials

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

Renewals are limited to one per item.

Items On Hold (Reserved) for another patron may not be renewed.

Renewals may be requested: in-person-at-the-library, by telephone or by dialing into the Library's Public Access Catalog (PAC) or via the Internet.

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