

## Collection Borrowing Guidelines

Item	Limit	Loan Period	Renewals
Audio Books	15	21 days	4, unless on hold
Books	50	21 days	4, unless on hold
CDs	15	21 days	4, unless on hold
DVDs	15	21 days	4, unless on hold
Launchpad Tablets	2	21 days	4, unless on hold
Lucky 7 Items		7 days	These items are non-renewable
Magazines	15	21 days	4, unless on hold
Teacher's Collection	50	Up to six weeks	4, unless on hold
Library of Things	Depends on item See <a href="https://www.pageafterpage.org/loan-periods">https://www.pageafterpage.org/loan-periods</a> for details.		
Hold limit = 25 items			
Holds will be held at the circulation desk for seven days			
ILL (Interlibrary Loan) limit = 10 items			
Total number of items allowed on account at one time = 100			

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
1.0	Adopted	JCPL Board	2007-08
2.0	Changes Accepted	JCPL Board	2010-01
3.0	Changes Accepted	JCPL Board	03-15-2016
4.0	Meeting Room Policy - Accepted	JCPL Board	01-17-2017
5.0	DVD fee reduction-Accepted	JCPL Board	01-15-2019
6.0	Business/Social use of rooms flat fee - Accepted	JCPL Board	04-16-2019
7.0	- Updated to reflect fine-free status approved at the 11.16.21 Board of Trustees Meeting - Meeting room/study room information removed - Policy renamed to Collection Borrowing Guidelines	JCPL Board	In effect beginning 01-01-2022