

RESTRICTIONS ON LOANS

Although administrative procedures may be established which place restrictions on the loan of materials, such procedures shall not be contrary to the spirit of the **Library Bill of Rights** and the **Freedom to Read/View Statements**.

1. Patrons with outstanding bills will not be allowed to use library materials or services until the bill is paid or overdue materials are returned undamaged.
2. Renewals - only on **one-month** materials, if not on reserve. **No** renewals on 7-day or 14-Day materials or those items that are **overdue** at the time of renewal request.
3. Transfers - none (transfer refers to a patron transferring material from a family member's or close friend's card to his/her own card upon return of the materials).
4. Numerical Limits:

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|---|-----------------|
| Equipment, Art prints, and Sculptures: | 1 per household |
| DVD's: | 7 per household |
| Video Games: | 5 per household |
| CD's: | 5 per household |
| Patrons on New/Temporary status or Delinquent Patron status: | |
| DVD's/Video Games/CDs: | 2 per household |
| Books | 5 per patron |
5. In-house use only:
 - Reference books
 - Phone books
 - Newspapers
 - Magazines in plastic jackets
 - Microforms
 - Microfilm/Microfiche reader
 - *DVD Player
 - *Television
 - Laptops

**The use of all equipment in the Round Room is at the discretion of the director and staff.