

## CIRCULATION LOAN PERIODS, LIMITS, FINES AND FEES

| Materials   | Loan Period (days) | Checkout Limits                          | Renewable? | Requestable for Deerfield residents? | Available to reciprocal borrowers? | Overdue Fines per day | Maximum Overdue fines |
|---|--------------------|--|------------|--------------------------------------|------------------------------------|-----------------------|-----------------------|
| <b>BOOKS AND AUDIOBOOKS - ADULT AND CHILDREN'S</b>  |                    |  |            |                                      |                                    |                       |                       |
| Books - Fiction and non-fiction   | 21                 | no limit                                 | twice      | yes                                  | yes                                | \$0.20                | \$5.00                |
| Book Group books  | 42                 | no limit                                 | 2 @21days  | yes                                  | yes                                | \$0.20                | \$5.00                |
| Books - Lucky Duck  | 7                  | no limit                                 | No         | no                                   | yes                                | \$0.20                | \$5.00                |
| Audiobooks and Playaways - all  | 21                 | no limit                                 | twice      | yes                                  | yes                                | \$0.20                | \$5.00                |
| Juvenile Kits   | 21                 | no limit                                 | twice      | yes                                  | yes                                | \$0.20                | \$5.00                |
| <b>FILM and VIDEO - ADULT AND CHILDREN'S</b>  |                    |  |            |                                      |                                    |                       |                       |
| NEW Feature/Family films  | 7                  | 10 total any combination of videos/films | No         | no                                   | yes                                | \$1.00                | \$10.00               |
| Feature/Family films  | 7                  |  | twice      | yes                                  | yes                                | \$1.00                | \$10.00               |
| Documentaries   | 7                  |  | twice      | yes                                  | yes                                | \$1.00                | \$10.00               |
| Television Series   | 21                 |  | twice      | yes                                  | yes                                | \$1.00                | \$10.00               |
| <b>OTHER MATERIAL</b>   |                    |  |            |                                      |                                    |                       |                       |
| Magazines   | 7                  | no limit                                 | twice      | no                                   | yes                                | \$0.20                | \$5.00                |
| Board games   | 21                 | no limit                                 | twice      | yes                                  | yes                                | \$1.00                | \$10.00               |
| CDs and CD boxed sets   | 7                  | no limit                                 | twice      | yes                                  | yes                                | \$0.20                | \$5.00                |
| Video games   | 7                  | 4  | twice      | yes                                  | yes                                | \$1.00                | \$10.00               |
| Electronic devices (adult cards only)   | 7                  | no limit                                 | twice      | yes                                  | no                                 | \$1.00                | \$10.00               |
| Discovery kits  | 7                  | 1  | twice      | yes                                  | yes                                | \$0.20                | \$5.00                |
| E-readers   | 21                 | no limit                                 | twice      | yes                                  | no                                 | \$1.00                | \$10.00               |
| <b>FINE/FEE LIMITS</b>  |                    |  |            |                                      |                                    |                       |                       |
| If your library card has fines of \$10.00 or more, you will be unable to check out, renew or place holds on materials until the balance owed is brought below \$10.00.  |                    |  |            |                                      |                                    |                       |                       |
| <b>RENEWALS</b>   |                    |  |            |                                      |                                    |                       |                       |
| All renewable items (see chart) may be renewed twice if not on reserve or under special loan limits. Overdue items may be renewed, provided they are not on reserve or under special loan limits. In the case of renewal of overdue materials, fines will be assigned to the borrower's library card account from the original due date if renewed. |                    |  |            |                                      |                                    |                       |                       |
| <b>SPECIAL LOANS</b>  |                    |  |            |                                      |                                    |                       |                       |
| Vacation loans: 6-week vacation loans are available on request for the following: print books, audio books, music CDs - reverts to standard loan period if renewed.   |                    |  |            |                                      |                                    |                       |                       |
| E-Media Downloads: Electronic Materials may be checked out for 3, 7, 14, or 21 days depending on the item and the digital usage rights. Some electronic media has no loan period and may be checked out indefinitely. Checkout limits are determined by the media provider.   |                    |  |            |                                      |                                    |                       |                       |
| <b>IN LIBRARY USE ONLY</b>  |                    |  |            |                                      |                                    |                       |                       |
| Newspapers, Reference Material, iPads, Laptops  |                    |  |            |                                      |                                    |                       |                       |