

**CITY OF COMMERCE PUBLIC LIBRARY
CIRCULATION LOAN SCHEDULE**

ITEMS	LOAN PERIOD	POLICIES
ADULT LITERACY COLLECTION	3 WEEKS	SPECIAL LOANS FOR 2 MONTHS FOR LITERACY TUTORS AND STUDENTS UPON REQUEST.
BOOKS Includes books with video and/or CD	3 WEEKS	3 BOOKS PER SUBJECT.
BOOKS ON CD / CASSETTE BOOKS	3 WEEKS	3 PER PATRON.
CIRCULATING ENCYCLOPEDIAS	1 WEEK	3 VOLUMES PER PATRON
DVDs* ▪ Entertainment	1 WEEK	5 TOTAL PER PATRON. <i>*MUST BE 18 OR OLDER TO CHECK OUT RATED "R" DVDS.</i>
MAGAZINES, FOTONOVELAS (NEWSPAPERS DO NOT CIRCULATE)	3 WEEKS	3 ISSUES OF 1 TITLE. BOUND VOLUMES DO NOT CIRCULATE.
MUSIC CASSETTES	3 WEEKS	10 TOTAL PER PATRON. <i>* MUST BE 18 OR OLDER TO CHECK OUT PARENTAL ADVISORY CASSETTES</i>
MUSIC CDs*	3 WEEKS	5 TOTAL PER PATRON. <i>* MUST BE 18 OR OLDER TO CHECK OUT PARENTAL ADVISORY CD'S</i>
REFERENCE COLLECTION	1 DAY LOAN	REFERENCE LIBRARIAN'S APPROVAL.
SPECIAL MATERIAL	SEE LIBRARY STAFF	SEE LIBRARY STAFF
VIDEO CASSETTES ▪ Entertainment	1 WEEK	10 TOTAL PER PATRON. <i>*MUST BE 18 OR OLDER TO CHECK OUT RATED "R" VIDEOS.</i>

- **FIRST TIME BORROWERS ARE LIMITED TO FIVE ITEMS.**
- **DURING CLASS VISITS, ONLY ONE (1) BOOK PER PATRON IS ALLOWED.**
- **RENEWALS ARE PERMITTED IF THERE ARE NO HOLDS ON THE TITLE TO BE RENEWED.**
- **ITEMS ARE ALLOWED TWO (2) RENEWALS PER PATRON, EXCEPT DVD'S.**
- **THE LIBRARY IS NOT RESPONSIBLE FOR DAMAGES CAUSED TO ANY EQUIPMENT RESULTING FROM USAGE OF LIBRARY MATERIALS.**
- **EXCEPTIONS FOR LOAN PERIODS MAY APPLY. THE REFERENCE STAFF ON DUTY OR BRANCH SUPERVISOR MAY AUTHORIZE EXCEPTIONS.**

April 2009