

Appendix B. Loan Periods, Item Limits, Renewals, Fines

NEW PATRONS

Item	Loan Period	Overdue Fine Per Day	Max Fine Per Item	Max Items Out	Max Renewals	Max Reserves	Max OPAC Reserves
Books/Audiobooks	21 days	\$ 0.10	\$ 3.00	5	1	3	3
DVDs	7 days	\$ 1.00	\$ 5.00	1	1	1	1
ILL Items	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Magazine	7 days	\$ 0.10	\$ 3.00	5	0	3	3

ADULT PATRONS

Item	Loan Period	Overdue Fine Per Day	Max Fine Per Item	Max Items Out	Max Renewals	Max Reserves	Max OPAC Reserves
Books/Audiobooks	21 days	\$ 0.10	\$ 3.00	15	2	10	10
DVDs	7 days	\$ 1.00	\$ 5.00	3	1	3	3
ILL Items	14 days	\$ 0.10	\$ 3.00	5	0	0	0
Magazine	7 days	\$ 0.10	\$ 3.00	5	1	0	0
Online	21 days	N/A	N/A	10	0	10	10

JUVENILE PATRONS

Item	Loan Period	Overdue Fine Per Day	Max Fine Per Item	Max Items Out	Max Renewals	Max Reserves	Max OPAC Reserves
Books/Audiobooks	21 days	\$ 0.10	\$ 3.00	10	2	10	10
DVDs	7 days	\$ 1.00	\$ 5.00	3	1	3	3
ILL Items	14 days	\$ 0.10	\$ 3.00	5	0	0	0
Magazine	7 days	\$ 0.10	\$ 3.00	5	1	0	0
Online	21 days	N/A	N/A	10	0	10	10

SENIOR CITIZEN

Item	Loan Period	Overdue Fine Per Day	Max Fine Per Item	Max Items Out	Max Renewals	Max Reserves	Max OPAC Reserves
Books/Audiobooks	28 days	N/A	N/A	15	2	10	10
DVDs	7 days	N/A	N/A	3	1	3	3
ILL Items	28 days	N/A	N/A	10	0	0	0
Magazine	14 days	N/A	N/A	10	1	0	0
Online	none	N/A	N/A	10	0	10	10

TEMPORARY

Item	Loan Period	Overdue Fine Per Day	Max Fine Per Item	Max Items Out	Max Renewals	Max Reserves	Max OPAC Reserves
Books/Audiobooks	21 days	\$ 0.10	\$ 3.00	2	1	3	3
DVDs	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ILL Items	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Magazine	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Online	21 days	N/A	N/A	10	0	10	10

OUTREACH CARDS

Item	Loan Period	Overdue Fine Per Day	Max Fine Per Item	Max Items Out	Max Renewals	Max Reserves	Max OPAC Reserves
Books/Audiobooks	28 days	N/A	N/A	30	0	10	10
DVDs	none	N/A	N/A	3	1	3	3
ILL Items	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Magazine	28 days	N/A	N/A	10	0	5	5
Online	21 days	N/A	N/A	0	0	10	10

STAFF/BOARD MEMBERS

Item	Loan Period	Overdue Fine Per Day	Max Fine Per Item	Max Items Out	Max Renewals	Max Reserves	Max OPAC Reserves
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Books/Audiobooks	28 days	N/A	N/A	100	0	10	10
DVDs	7 days	N/A	N/A	10	0	5	5
ILL Items	28 days	N/A	N/A	5	0	0	0
Magazine	14 days	N/A	N/A	0	0	10	10
Online	21 days	N/A	N/A	0	0	10	10

TEACHER							
Item	Loan Period	Overdue Fine Per Day	Max Fine Per Item	Max Items Out	Max Renewals	Max Reserves	Max OPAC Reserves
Books/Audiobooks	28 days	N/A	N/A	30	2	30	30
DVDs	7 days	N/A	N/A	3	1	3	3
ILL Items	28 days	N/A	N/A	10	0	0	0
Magazine	14 days	N/A	N/A	5	1	5	5
Online	21 days	N/A	N/A	10	0	10	10