

Holden Municipal Library

POLICY: Loan Period / Reserving Materials

In order that Library materials are fairly and equitably circulated to the benefit of all patrons, the Board of Trustees establishes a set loan period for materials, as follows:

Books (hard, soft and paper cover):

- ♦ ~~two~~ ³ weeks, renewable for one ~~two~~ ³ week period upon notification of Library Clerk

Magazines and Newspapers

- ♦ one week

Videos, Audio Tapes, Compact Discs

- ♦ one week

3 week

100 see

Interlibrary Loans

- ♦ same as above

\$10.00
limited

In order to appropriately meet the needs of patrons, Library materials may be reserved by individuals upon request of Chief Library Clerk and/or staff.

Approved:

August, 1999