Appendix A: Chart of Circulation Rules and Fines

CIRCULATION RULES						
*Higher limits are for patron convenience at checkout.						
	Material ty	MATERIAL TYPE	LOAN PERIOD	LIMITS	RESERVES	RENEWALS
	Hot Pick Books / Teen Hot Reads		2 weeks	5	No	0
	Regular Books		3 Weeks	150	Yes	2
	New Books		2 Weeks	150	Yes	2
	Regular CD		3 Weeks	50	Yes	2
	New CDs		2 Weeks	20	Yes	2
		TOTAL CDS OF ALL KINDS COMBINED		**150**		
	Regular PlayAways		3 Weeks	20	Yes	2
	New PlayAways		2 Weeks	20	Yes	2
		TOTAL AUDIO PLAYAWAYS OF ALL KINDS COMBINED		**20**		
	Hot Picks Videos		1 week	5	No	0
	Fiction Videos Excluding TV Series		1 Week	20	Yes	2
	New Fiction Videos Excluding TV Series		1 Week	20	Yes	2
	Regular Nonfiction Videos		3 Weeks	20	Yes	2
	New Nonfiction Videos		2 Weeks	20	Yes	2
	Regular and New TV Series Videos		2 Weeks	20	Yes	2
		TOTAL VIDEOS OF ALL KINDS COMBINED		**100**		
	PlayAway Views and LaunchPads		2 Week	5	Yes	2
	Electronic Games		1 Week	5	Yes	2
	Theme Bags		3 Weeks	1	Yes	0
	Back Issues of Magazines		1 Week	50	Yes	2
	eResources - Grayslake cardholders only		varies	Varies	Varies	Varies
	Computing Devices - In-House Use		4 Hours	1	No	1
	Computing Devices - Circulating		2 Weeks	1	Yes	1
	Umbrellas		1 Week	1	No	2
	Book Tote Bags		3 weeks	5	No	2
	Other types of circulating items		2 Weeks	Varies	Yes	1
		ALL MATERIALS COMBINED		**150**		
OVERDUE FINES PER ITEM				**DAILY**	**HOURLY**	**MAXIMUM**
*New Library of Things items that have overdue fees.						
		Telescopes, Chromebooks, GoPro,- Virtual Reality Kits, Sewing Machines, Job Seeker Kits		$1.00		$10.00