

CITY OF COMMERCE PUBLIC LIBRARY CIRCULATION LOAN SCHEDULE

ITEMS	LOAN PERIOD	POLICIES
ADULT LITERACY COLLECTION		
BOOKS (Includes educational DVD's and books with video and/or CD, MP3's)	3 WEEKS	50 ITEMS 3PER SUBJECT
BOOKS ON CD, GO READERS, & PLAYAWAYS	3 WEEKS	3 PER PATRON
CIRCULATING ENCYCLOPEDIAS	3 WEEKS	3 VOLUMES PER PATRON
DVDS, / BLUE RAYS'S	1 WEEK	10 PER PATRON
MUSIC CD'S	3 WEEKS	10 PER PATRON
MAGAZINES (Newspapers do not circulate)	3 WEEKS	3 ISSUES PER TITLE (THE LATEST ISSUES DO NOT CIRCULATE)
REFERENCE COLLECTION/SPECIAL MATERIALS		REQUIRES THE LIBRARIAN'S APPROVAL OR STAFF IN CHARGE AT THE BRANCHES.
MOBILE DEVICES		
LAPTOPS	3 WEEKS	1 PER PATRON AGES 18+ (30 DAY WAITING PERIOD FOR NEW CARD HOLDERS)
HOTSPOTS	3 WEEKS	1 PER PATRON AGES 18+ (30 DAY WAITING PERIOD FOR NEW CARD HOLDERS)
LAUNCHPADS	2 WEEKS	1 PER PATRON AGES 18+ (30 DAY WAITING PERIOD FOR NEW CARD HOLDERS)
TEEN LAPTOPS	2 HOURS (LIBRARY USE ONLY)	1 PER PATRON AGES 12-18
PORTABLE CHARGERS	2 HOURS (LIBRARY USE ONLY)	1 PER PATRON
PACE SUPPLIES		
TAKE HOME	2 WEEKS	
IN LIBRARY USE	2 HOURS	

- **THE LIBRARY CARD IS NON-TRANSFERABLE. THE OWNER IS RESPONSIBLE FOR BORROWED MATERIAL. PARENTS ARE RESPONSIBLE FOR BORROWED MATERIAL ON THEIR CHILD'S CARD. INDIVIDUALS MUST USE THEIR OWN CARD.**
- **YOU CAN CHECK OUT UP TO 50 ITEMS ON YOUR CARD.**
- **RENEWALS ARE PERMITTED IF THERE ARE NO HOLDS ON THE TITLE TO BE RENEWED.**
- **ITEMS ARE ALLOWED TWO (2) RENEWALS.**
- **NO RENEWALS ARE ALLOWED ON THE MOBILE DEVICES.**
- **THE LIBRARY IS NOT RESPONSIBLE FOR DAMAGES CAUSED TO ANY PERSONAL EQUIPMENT RESULTING FROM USAGE OF LIBRARY MATERIALS.**
- **EXCEPTIONS FOR LOAN PERIODS MAY APPLY. THE SUPERVISORS, REFERENCE STAFF OR BRANCH STAFF IN CHARGE MAY AUTHORIZE EXCEPTIONS.**
- **NEW LIBRARY CARD APPLICANTS MUST WAIT 30 DAYS IN ORDER TO CHECK OUT A MOBIL DEVICE**