

## Recommendations for Checkout Periods

Please keep in mind:

- Items will not renew if there are holds on the item.
- High demand items will allow holds only for local patrons, and circulate locally.
- Checkout periods for unique and special collections will be determined by individual libraries.

### Recommendation 1

Item	Loan Time	Renewal	Renewal Time
<b>New/High Demand Books</b> <ul style="list-style-type: none"><li>• Including all audiences</li></ul>	14 Days	2	14 days

### Recommendation 2

Item	Loan Time	Renewal	Renewal Time
<b>New/High Demand Audiobooks</b> <ul style="list-style-type: none"><li>• Including all audiences</li></ul>	21 Days	2	21 days

### Recommendation 3

Item	Loan Time	Renewal	Renewal Time
<b>Series Video Materials*</b> <ul style="list-style-type: none"><li>• Including all audiences</li></ul>	14 Days	2	14 days

\*Individual libraries decide how to categorize their DVDs etc. as series.

### Recommendation 4

Item	Loan Time	Renewal	Renewal Time
<b>New/High Demand Video Materials</b> <ul style="list-style-type: none"><li>• Including all audiences</li></ul>	7 Days	2	7 days

### Recommendation 5

Item	Loan Time	Renewal	Renewal Time
<b>Music CDs</b> <ul style="list-style-type: none"><li>• Including all audiences</li></ul>	14 Days	2	14 days

### Recommendation 6

Item	Loan Time	Renewal	Renewal Time
<b>Magazines</b> <ul style="list-style-type: none"><li>• Including all audiences</li></ul>	7 Days	2	7 days