



**2009**

**Interlibrary  
Loan  
Materials  
Circulation  
Policies**



# Interlibrary Loan Materials Circulation Policies

Library: ALB

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	21 days	Y
Juvenile Books	Y	21 days	Y
Large Print Books	Y	21 days	Y
New Books	N		
Local History Books	Y	7 days <sup>1,2</sup>	N
Reference Books	Y	7 days <sup>2</sup>	N
Special Collections Books (Civil War)	Y	21 days <sup>1,2</sup>	N
Magazines	Y	21 days	Y
Adult Audio Cassette Instructional	Y	21 days	Y
Adult Audio Cassette Foreign Language	Y	21 days	Y
Adult Audio Cassette Music	Y	7 days	Y
Adult Audio Cassette Spoken (book on tape)	Y	21 days	Y
Adult Kits (Bi-Folkal)	N/A		
Puppets/Specialty Items	N/A		
Flannelboard Stories (Magnetic Boards)	N/A		
Braille Books	N/A		
Juvenile Audio Cassette	Y	21 days	Y
Juvenile Large Print Books	Y	21 days	Y
Adult Book w/Tape or Record	Y	21 days	Y
Juvenile Book w/Tape or Record	Y	21 days	Y
Adult CD Instructional	Y	21 days	Y
Adult CD Language	Y	21 days	Y
Adult CD Music	Y	7 days	Y
Adult CD Spoken (Book-on-CD)	Y	21 days	Y
Juvenile CD	Y	7 days	Y
Juvenile Kits	Y	21 days	Y
Adult Videotapes Entertainment/Movies	Y	7 days	Y
Adult Videotapes Instructional	Y	7 days	Y
Adult DVD Movies/Shows	N		
Juvenile Videotapes Entertainment/Movies	Y	7 days	Y
Juvenile Videotapes Instructional	Y	7 days	Y
Juvenile DVD Movies/Shows	N		
Computer Software	Y	7 days	N
CD-ROM Software	Y	7 days	N
16mm Films	Not bar coded		
Filmstrips	N/A		
Microfilm	N		
Microfiche	N		
Sheet Music	N/A		
Maps	N		
Framed Art	N/A		
Hardware/Audiovisual Equipment	Y	7 days	N

<sup>1</sup> If not too fragile

<sup>2</sup> In library use only

# Interlibrary Loan Materials Circulation Policies

Library: BAR

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	14 days	Y
Juvenile Books	Y	14 days	Y
Large Print Books	Y	14 days	Y
New Books	N		
Local History Books	Y	14 days	Y
Reference Books	N		
Special Collections Books	Y	14 days	Y
Magazines	Y	14 days	Y
Adult Audio Cassette Instructional	Y	14 days	Y
Adult Audio Cassette Foreign Language	Y	14 days	Y
Adult Audio Cassette Music	Y	14 days	Y
Adult Audio Cassette Spoken (book on tape)	Y	14 days	Y
Adult Kits (Bi-Folkal)	N/A		
Puppets/Specialty Items	N/A		
Flannelboard Stories (Magnetic Boards)	N/A		
Braille Books	N/A		
Juvenile Audio Cassette	Y	14 days	Y
Juvenile Large Print Books	N/A		
Adult Book w/Tape or Record	N/A		
Juvenile Book w/Tape or Record	Y	14 days	Y
Adult CD Instructional	Y	14 days	Y
Adult CD Language	Y	14 days	Y
Adult CD Music	Y	14 days	Y
Adult CD Spoken (Book-on-CD)	Y	14 days	Y
Juvenile CD	Y	14 days	Y
Juvenile Kits	N/A		
Adult Videotapes Entertainment/Movies	Y	7 days	Y
Adult Videotapes Instructional	Y	7 days	Y
Adult DVD Movies/Shows	Y	7 days	Y
Juvenile Videotapes Entertainment/Movies	Y	7 days	Y
Juvenile Videotapes Instructional	Y	7 days	Y
Juvenile DVD Movies/Shows	Y	7 days	Y
Computer Software	Y	7 days	Y
CD-ROM Software	Y	7 days	Y
16mm Films	N/A		
Filmstrips	N/A		
Microfilm	N/A		
Microfiche	N/A		
Sheet Music	N/A		
Maps	N/A		
Framed Art	N/A		
Hardware/Audiovisual Equipment	N/A		

# Interlibrary Loan Materials Circulation Policies

Library: BGN

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	21 days	Y
Juvenile Books	Y	21 days	Y
Large Print Books	Y	21 days	Y
New Books	Y	21 days	N
Local History Books	N		
Reference Books	N		
Special Collections Books	N		
Magazines	Y	21 days	Y
Adult Audio Cassette Instructional	Y	21 days	Y
Adult Audio Cassette Foreign Language	Y	21 days	Y
Adult Audio Cassette Music	Y	21 days	Y
Adult Audio Cassette Spoken (book on tape)	Y	21 days	Y
Adult Kits (Bi-Folkal)	N/A		
Puppets/Specialty Items	N/A		
Flannelboard Stories (Magnetic Boards)	N/A		
Braille Books	N/A		
Juvenile Audio Cassette	Y	21 days	Y
Juvenile Large Print Books	N/A		
Adult Book w/Tape or Record	N/A		
Juvenile Book w/Tape or Record	Y	28 days	Y
Adult CD Instructional	Y	21 days	Y
Adult CD Language	Y	21 days	Y
Adult CD Music	Y	21 days	Y
Adult CD Spoken (Book-on-CD)	Y	21 days	Y
Juvenile CD	Y	21 days	Y
Juvenile Kits	N/A		
Adult Videotapes Entertainment/Movies	Y	7 days	N
Adult Videotapes Instructional	Y	7 days	Y
Adult DVD Movies/Shows	N		
Juvenile Videotapes Entertainment/Movies	Y	7 days	N
Juvenile Videotapes Instructional	Y	7 days	Y
Juvenile DVD Movies/Shows	N		
Computer Software	N/A		
CD-ROM Software	N/A		
16mm Films	N/A		
Filmstrips	N/A		
Microfilm	N/A		
Microfiche	N/A		
Sheet Music	N/A		
Maps	N/A		
Framed Art	N/A		
Hardware/Audiovisual Equipment	N/A		
Playaway	N		

# Interlibrary Loan Materials Circulation Policies

Library: BTV

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	21 days	Y
Juvenile Books	Y	21 days	Y
Large Print Books	Y	21 days	Y
New Books	Y	21 days	Y
Local History Books	Y <sup>1</sup>	21 days	Y
Reference Books	<sup>2</sup>		
Special Collections Books	<sup>2</sup>		
Magazines	Y	21 days	Y
Adult Audio Cassette Instructional	Y	21 days	Y
Adult Audio Cassette Foreign Language	Y	21 days	Y
Adult Audio Cassette Music	Y	21 days	Y
Adult Audio Cassette Spoken (book on tape)	Y	21 days	Y
Adult Kits (Bi-Folkal)	N/A		
Puppets/Specialty Items	N/A		
Flannelboard Stories (Magnetic Boards)	N/A		
Braille Books	Y	21 days	Y
Juvenile Audio Cassette	Y	21 days	Y
Juvenile Large Print Books	Y	21 days	Y
Adult Book w/Tape or Record	N/A		
Juvenile Book w/Tape or Record	Y	21 days	Y
Adult CD Instructional	Y	21 days	Y
Adult CD Language	Y	21 days	Y
Adult CD Music	Y	21 days	Y
Adult CD Spoken (Book-on-CD)	Y	21 days	Y
Juvenile CD	Y	21 days	Y
Juvenile Kits	Y	21 days	
Adult Videotapes Entertainment/Movies	Y	7 days	Y
Adult Videotapes Instructional	Y	7 days	Y
Adult DVD Movies/Shows	Y	7 days	Y
Juvenile Videotapes Entertainment/Movies	Y	7 days	Y
Juvenile Videotapes Instructional	Y	7 days	Y
Juvenile DVD Movies/Shows	Y	7 days	Y
Computer Software	N/A		
CD-ROM Software	N/A		
16mm Films	N/A		
Filmstrips	Y	21 days	Y
Microfilm	N		
Microfiche	N		
Sheet Music	N		
Maps	N		
Framed Art	N/A		
Hardware/Audiovisual Equipment	N		

<sup>1</sup> Phone in request    <sup>2</sup> Case by case

# Interlibrary Loan Materials Circulation Policies

Library: COR

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N <sup>2</sup>
Adult Books	Y	21 days	Y
Juvenile Books	Y	21 days	Y
Large Print Books	Y	21 days	Y
New Books	Y	14 days	N
Local History Books	Y	21 days	Y
Reference Books	Y <sup>1</sup>	14 days	N
Special Collections Books	Y	14 days	N
Magazines	Y	14 days	Y
Adult Audio Cassette Instructional	Y	14 days	Y
Adult Audio Cassette Foreign Language	Y	14 days	Y
Adult Audio Cassette Music	N/A		
Adult Audio Cassette Spoken (book on tape)	Y	14 days	Y
Adult Kits (Bi-Folkal)	N/A		
Puppets/Specialty Items	N/A		
Flannelboard Stories (Magnetic Boards)	N/A		
Braille Books	N/A		
Juvenile Audio Cassette	Y	14 days	Y
Juvenile Large Print Books	N/A		
Adult Book w/Tape or Record	N/A		
Juvenile Book w/Tape or Record	Y	14 days	Y
Adult CD Instructional	Y	14 days	Y
Adult CD Language	Y	14 days	Y
Adult CD Music	Y	14 days	Y
Adult CD Spoken (Book-on-CD)	Y	14 days	Y
Juvenile CD	Y	14 days	Y
Juvenile Kits	Y	14 days	Y
Adult Videotapes Entertainment/Movies	Y	7 days	N
Adult Videotapes Instructional	Y	7 days	N
Adult DVD Movies/Shows	N		
Juvenile Videotapes Entertainment/Movies	Y	7 days	N
Juvenile Videotapes Instructional	Y	7 days	N
Juvenile DVD Movies/Shows	N		
Computer Software	N		
CD-ROM Software	N		
16mm Films	N		
Filmstrips	N		
Microfilm	N		
Microfiche	N		
Sheet Music	N		
Maps	N		
Framed Art	N		
Hardware/Audiovisual Equipment	N		

<sup>1</sup> In-library use only    <sup>2</sup> Allowable renewals can be renewed only if a COR patron is not waiting for it

# Interlibrary Loan Materials Circulation Policies

Library: GIL

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	21 days	Y
Juvenile Books	Y	21 days	Y
Large Print Books	Y	21 days	Y
New Books	Y	14 days	N
Local History Books	Y	21 days	Y
Reference Books	Y	14 days	N
Special Collections Books	Y	14 days	N
Magazines	Y	21 days	Y
Adult Audio Cassette Instructional	Y	21 days	Y
Adult Audio Cassette Foreign Language	Y	21 days	Y
Adult Audio Cassette Music	Y	21 days	Y
Adult Audio Cassette Spoken (book on tape)	Y	21 days	Y
Adult Kits (Bi-Folkal)	Y	21 days	Y
Puppets/Specialty Items	Y	21 days	N
Flannelboard Stories (Magnetic Boards)	Y	21 days	Y
Braille Books	N/A		
Juvenile Audio Cassette	Y	21 days	Y
Juvenile Large Print Books	N/A		
Adult Book w/Tape or Record	N/A		
Juvenile Book w/Tape or Record	N/A		
Adult CD Instructional	Y	21 days	Y
Adult CD Language	Y	21 days	Y
Adult CD Music	Y	14 days	
Adult CD Spoken (Book-on-CD)	Y	21 days	Y
Juvenile CD	Y	21 days	Y
Juvenile Kits	Y	21 days	Y
Adult Videotapes Entertainment/Movies	N		
Adult Videotapes Instructional	Y	21 days	N
Adult DVD Movies/Shows	N		
Juvenile Videotapes Entertainment/Movies	N		
Juvenile Videotapes Instructional	Y	21 days	Y
Juvenile DVD Movies/Shows	N		
Computer Software	N		
CD-ROM Software	N		
16mm Films	N/A		
Filmstrips	N/A		
Microfilm	N/A		
Microfiche	N/A		
Sheet Music	N/A		
Maps	N/A		
Framed Art	N/A		
Hardware/Audiovisual Equipment	N/A		

# Interlibrary Loan Materials Circulation Policies

Library: HOL

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	14 days	Y
Juvenile Books	Y	14 days	Y
Large Print Books	Y	14 days	Y
New Books	N		
Local History Books	N		
Reference Books	N		
Special Collections Books	N		
Magazines	Y	14 days	Y
Adult Audio Cassette Instructional	Y	14 days	Y
Adult Audio Cassette Foreign Language	Y	14 days	Y
Adult Audio Cassette Music	Y	14 days	Y
Adult Audio Cassette Spoken (book on tape)	Y	14 days	Y
Adult Kits (Bi-Folkal)	N/A		
Puppets/Specialty Items	Y	14 days	Y
Flannelboard Stories (Magnetic Boards)	N/A		
Braille Books	N/A		
Juvenile Audio Cassette	Y	14 days	Y
Juvenile Large Print Books	Y	14 days	Y
Adult Book w/Tape or Record	Y	14 days	Y
Juvenile Book w/Tape or Record	Y	14 days	Y
Adult CD Instructional	Y	14 days	Y
Adult CD Language	Y	14 days	Y
Adult CD Music	Y	14 days	Y
Adult CD Spoken (Book-on-CD)	Y	14 days	Y
Juvenile CD	Y	14 days	Y
Juvenile Kits	N		
Adult Videotapes Entertainment/Movies	Y <sup>1</sup>	7 days	N
Adult Videotapes Instructional	Y <sup>1</sup>	7 days	N
Adult DVD Movies/Shows	Y <sup>1</sup>	7 days	N
Juvenile Videotapes Entertainment/Movies	Y	7 days	N
Juvenile Videotapes Instructional	Y	7 days	N
Juvenile DVD Movies/Shows	Y	7 days	N
Computer Software	N		
CD-ROM Software	Y	14 days	Y
16mm Films	N/A		
Filmstrips	N/A		
Microfilm	N/A		
Microfiche	N/A		
Sheet Music	N/A		
Maps	N/A		
Framed Art	N		
Hardware/Audiovisual Equipment	N/A		

<sup>1</sup> All but new ones

# Interlibrary Loan Materials Circulation Policies

Library: LEW

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	21 days	Y
Juvenile Books	Y	21 days	Y
Large Print Books	Y	21 days	Y
New Books	N		
Local History Books	N		
Reference Books	N		
Special Collections Books	Y	21 days	Y
Magazines	Y	21 days	Y
Adult Audio Cassette Instructional	Y	21 days	Y
Adult Audio Cassette Foreign Language	Y	21 days	Y
Adult Audio Cassette Music	Y	21 days	Y
Adult Audio Cassette Spoken (book on tape)	Y	21 days	Y
Adult Kits (Bi-Folkal)	N/A		
Puppets/Specialty Items	N/A		
Flannelboard Stories (Magnetic Boards)	N/A		
Braille Books	N/A		
Juvenile Audio Cassette	Y	21 days	Y
Juvenile Large Print Books	N/A		
Adult Book w/Tape or Record	Y	21 days	Y
Juvenile Book w/Tape or Record	Y	21 days	Y
Adult CD Instructional	Y	21 days	Y
Adult CD Language	Y	21 days	Y
Adult CD Music	Y	21 days	Y
Adult CD Spoken (Book-on-CD)	Y	21 days	Y
Juvenile CD	Y	21 days	Y
Juvenile Kits	Y	21 days	Y
Adult Videotapes Entertainment/Movies	N		
Adult Videotapes Instructional	N		
Adult DVD Movies/Shows	N		
Juvenile Videotapes Entertainment/Movies	N		
Juvenile Videotapes Instructional	N		
Juvenile DVD Movies/Shows	N		
Computer Software	N		
CD-ROM Software	N		
16mm Films	N/A		
Filmstrips	N/A		
Microfilm	N		
Microfiche	N		
Sheet Music	N/A		
Maps	N		
Framed Art	N/A		
Hardware/Audiovisual Equipment	Y (some)	7 days	N

# Interlibrary Loan Materials Circulation Policies

Library: LOC

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	21 days	Y
Juvenile Books	Y	21 days	Y
Large Print Books	Y	21 days	Y
New Books	N		
Local History Books	N		
Reference Books	N		
Special Collections Books	N/A		
Magazines	Y	21 days	Y
Adult Audio Cassette Instructional	Y	21 days	Y
Adult Audio Cassette Foreign Language	Y	21 days	Y
Adult Audio Cassette Music	N/A		
Adult Audio Cassette Spoken (book on tape)	Y	21 days	Y
Adult Kits (Bi-Folkal)	N/A		
Puppets/Specialty Items	N		
Flannelboard Stories (Magnetic Boards)	N		
Braille Books	N/A		
Juvenile Audio Cassette	Y	21 days	Y
Juvenile Large Print Books	N/A		
Adult Book w/Tape or Record	N/A		
Juvenile Book w/Tape or Record	Y	21 days	Y
Adult CD Instructional	Y	21 days	Y
Adult CD Language	Y	21 days	Y
Adult CD Music	Y	7 days	Y
Adult CD Spoken (Book-on-CD)	Y	21 days	Y
Juvenile CD	Y	21 days	Y
Juvenile Kits	N/A		
Adult Videotapes Entertainment/Movies	Y	7 days	Y
Adult Videotapes Instructional	Y	7 days	Y
Adult DVD Movies/Shows	N		
Adult DVD Non-fiction	Y	7 days	Y
Juvenile Videotapes Entertainment/Movies	Y	7 days	Y
Juvenile Videotapes Instructional	Y	7 days	Y
Juvenile DVD Movies/Shows	N		
Computer Software	N/A		
CD-ROM Software	Y	21 days	Y
16mm Films	N		
Filmstrips	N/A		
Microfilm	N		
Microfiche	N		
Sheet Music	N		
Maps	N		
Framed Art	N		
Hardware/Audiovisual Equipment	N/A		

# Interlibrary Loan Materials Circulation Policies

Library: LRY

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	21 days	Y <sup>1</sup>
Juvenile Books	Y	21 days	Y
Large Print Books	Y	21 days	Y
New Books	Y	21 days	Y <sup>1</sup>
Local History Books	N		
Reference Books	N		
Special Collections Books	N/A		
Magazines	Y	21 days	Y
Adult Audio Cassette Instructional	Y	21 days	Y
Adult Audio Cassette Foreign Language	Y	21 days	Y
Adult Audio Cassette Music	Y	21 days	Y
Adult Audio Cassette Spoken (book on tape)	Y	21 days	Y
Adult Kits (Bi-Folkal)			
Puppets/Specialty Items			
Flannelboard Stories (Magnetic Boards)			
Braille Books			
Juvenile Audio Cassette	Y	21 days	Y
Juvenile Large Print Books			
Adult Book w/Tape or Record			
Juvenile Book w/Tape or Record			
Adult CD Instructional	Y	21 days	Y
Adult CD Language	Y	21 days	Y
Adult CD Music	Y	21 days	Y
Adult CD Spoken (Book-on-CD)	Y	21 days	Y
Juvenile CD			
Juvenile Kits	Y	21 days	Y
Adult Videotapes Entertainment/Movies	Y	7 days	N
Adult Videotapes Instructional	Y	7 days	N
Adult DVD Movies/Shows	Y	7 days	N
Juvenile Videotapes Entertainment/Movies	Y	7 days	N
Juvenile Videotapes Instructional	Y	7 days	N
Juvenile DVD Movies/Shows	Y	7 days	N
Computer Software			
CD-ROM Software			
16mm Films			
Filmstrips			
Microfilm	Y	7 days	N
Microfiche			
Sheet Music			
Maps			
Framed Art			
Hardware/Audiovisual Equipment			

<sup>1</sup> Except bestsellers

# Interlibrary Loan Materials Circulation Policies

Library: LYN

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	14 days	Y
Juvenile Books	Y	14 days	Y
Large Print Books	Y	14 days	Y
New Books	Y	14 days	Y <sup>1</sup>
Local History Books	Some	14 days	N
Reference Books	N		
Special Collections Books	Some	14 days	Y
Magazines	Y <sup>2</sup>	14 days	Y
Adult Audio Cassette Instructional	N		
Adult Audio Cassette Foreign Language	N		
Adult Audio Cassette Music	N		
Adult Audio Cassette Spoken (book on tape)	N		
Adult Kits (Bi-Folkal)	N		
Puppets/Specialty Items	N		
Flannelboard Stories (Magnetic Boards)	N		
Braille Books	N		
Juvenile Audio Cassette	N		
Juvenile Large Print Books	N		
Adult Book w/Tape or Record	N		
Juvenile Book w/Tape or Record	N		
Adult CD Instructional	N		
Adult CD Language	N		
Adult CD Music	N		
Adult CD Spoken (Book-on-CD)	Y	14 days	Y
Juvenile CD	N		
Juvenile Kits	N		
Adult Videotapes Entertainment/Movies	Y	7 days	N
Adult Videotapes Instructional	Y	7 days	N
Adult DVD Movies/Shows	N		
Juvenile Videotapes Entertainment/Movies	Y	7 days	N
Juvenile Videotapes Instructional	Y	7 days	N
Juvenile DVD Movies/Shows	N		
Computer Software	N		
CD-ROM Software	N		
16mm Films	N		
Filmstrips	N		
Microfilm	N		
Microfiche	N		
Sheet Music	N		
Maps	N		
Framed Art	<sup>3</sup>		
Hardware/Audiovisual Equipment	N		

<sup>1</sup> After 2 months

<sup>2</sup> All but current month

<sup>3</sup> We are acquiring

# Interlibrary Loan Materials Circulation Policies

Library: MDT

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	14 days	Y
Juvenile Books	Y	14 days	Y
Large Print Books	Y	14 days	Y
New Books	N		
Local History Books	N		
Reference Books	N		
Special Collections Books	N		
Magazines	Y	7 days	Y
Adult Audio Cassette Instructional	N/A		
Adult Audio Cassette Foreign Language	N/A		
Adult Audio Cassette Music	N		
Adult Audio Cassette Spoken (book on tape)	Y	14 days	Y
Adult Kits (Bi-Folkal)	N/A		
Puppets/Specialty Items	N/A		
Flannelboard Stories (Magnetic Boards)	N/A		
Braille Books	N/A		
Juvenile Audio Cassette			
Juvenile Large Print Books	N/A		
Adult Book w/Tape or Record	Y	14 days	Y
Juvenile Book w/Tape or Record	Y	14 days	Y
Adult CD Instructional	N/A		
Adult CD Language	N/A		
Adult CD Music	N		
Adult CD Spoken (Book-on-CD)	N		
Juvenile CD	N/A		
Juvenile Kits	N/A		
Adult Videotapes Entertainment/Movies	Y	7 days	N
Adult Videotapes Instructional	Y	14 days	Y
Adult DVD Movies/Shows	N		
Juvenile Videotapes Entertainment/Movies	Y	7 days	Y
Juvenile Videotapes Instructional	N/A		
Juvenile DVD Movies/Shows	N		
Computer Software	N		
CD-ROM Software	N		
16mm Films	N		
Filmstrips	N		
Microfilm	N/A		
Microfiche	N/A		
Sheet Music	N/A		
Maps	N/A		
Framed Art	N/A		
Hardware/Audiovisual Equipment	N/A		

Interlibrary Loan Materials Circulation Policies

Library: MED

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	14 days	Y
Juvenile Books	Y	14 days	Y
Large Print Books	Y	14 days	Y
New Books	N		
Local History Books	N		
Reference Books	N		
Special Collections Books	N		
Magazines	Y	14 days	Y
Adult Audio Cassette Instructional	Y	14 days	Y
Adult Audio Cassette Foreign Language	Y	14 days	Y
Adult Audio Cassette Music	N/A		
Adult Audio Cassette Spoken (book on tape)	Y	14 days	Y
Adult Kits (Bi-Folkal)	N		
Puppets/Specialty Items	N		
Flannelboard Stories (Magnetic Boards)	N		
Braille Books	N		
Juvenile Audio Cassette	Y	14 days	Y
Juvenile Large Print Books	N		
Adult Book w/Tape or Record	Y	14 days	Y
Juvenile Book w/Tape or Record	Y	14 days	Y
Adult CD Instructional	Y	14 days	Y
Adult CD Language	Y	14 days	Y
Adult CD Music	Y	14 days	Y
Adult CD Spoken (Book-on-CD)	Y	14 days	Y
Juvenile CD	Y	14 days	Y
Juvenile Kits	N		
Adult Videotapes Entertainment/Movies	Y	14 days	N
Adult Videotapes Instructional	Y	14 days	N
Adult DVD Movies/Shows	N		
Juvenile Videotapes Entertainment/Movies	Y	14 days	N
Juvenile Videotapes Instructional	Y	14 days	N
Juvenile DVD Movies/Shows	N		
Computer Software	N		
CD-ROM Software	N		
16mm Films	N		
Filmstrips	N		
Microfilm	N		
Microfiche	N		
Sheet Music	N		
Maps	N		
Framed Art	N		
Hardware/Audiovisual Equipment	N		

# Interlibrary Loan Materials Circulation Policies

Library: NEW

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	21 days	Y
Juvenile Books	Y	21 days	Y
Large Print Books	Y	21 days	Y
New Books	<sup>1</sup>		
Local History Books	N		
Reference Books	N		
Special Collections Books	Y	21 days	Y
Magazines	Y	21 days	Y
Adult Audio Cassette Instructional	Y	21 days	Y
Adult Audio Cassette Foreign Language	Y	21 days	Y
Adult Audio Cassette Music	Y	21 days	Y
Adult Audio Cassette Spoken (book on tape)	Y	21 days	Y
Adult Kits (Bi-Folkal)			
Puppets/Specialty Items			
Flannelboard Stories (Magnetic Boards)			
Braille Books			
Juvenile Audio Cassette	Y	21 days	Y
Juvenile Large Print Books	Y	21 days	Y
Adult Book w/Tape or Record	Y	21 days	Y
Juvenile Book w/Tape or Record	Y	21 days	Y
Adult CD Instructional	Y	21 days	Y
Adult CD Language	Y	21 days	Y
Adult CD Music	Y	21 days	Y
Adult CD Spoken (Book-on-CD)	Y	21 days	Y
Juvenile CD	Y	21 days	Y
Juvenile Kits			
Adult Videotapes Entertainment/Movies	Y	7 days	Y
Adult Videotapes Instructional	Y	7 days	Y
Adult DVD Movies/Shows	Y	7 days	Y
Juvenile Videotapes Entertainment/Movies	Y	7 days	Y
Juvenile Videotapes Instructional	Y	7 days	Y
Juvenile DVD Movies/Shows	Y	7 days	Y
Computer Software			
CD-ROM Software			
16mm Films			
Filmstrips			
Microfilm			
Microfiche			
Sheet Music			
Maps			
Framed Art			
Hardware/Audiovisual Equipment			

<sup>1</sup> We don't classify "new"

# Interlibrary Loan Materials Circulation Policies

Library: NFL

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	21 days	Y
Juvenile Books	Y	21 days	Y
Large Print Books	Y	21 days	Y
New Books	Y	21 days	Y
Local History Books	N		
Reference Books	N		
Special Collections Books	N		
Magazines	1,2		
Adult Audio Cassette Instructional	Y	21 days	Y
Adult Audio Cassette Foreign Language	Y	21 days	Y
Adult Audio Cassette Music	Y	7 days	Y
Adult Audio Cassette Spoken (book on tape)	Y	21 days	Y
Adult Kits (Bi-Folkal)	N		
Puppets/Specialty Items	N		
Flannelboard Stories (Magnetic Boards)	N		
Braille Books	Y	21 days	Y
Juvenile Audio Cassette	Y	21 days	Y
Juvenile Large Print Books	Y	21 days	Y
Adult Book w/Tape or Record	N		
Juvenile Book w/Tape or Record	Y	21 days	Y
Adult CD Instructional	Y	21 days	Y
Adult CD Language	Y	21 days	Y
Adult CD Music	Y	7 days	Y
Adult CD Spoken (Book-on-CD)	Y	21 days	Y
Juvenile CD	Y	21 days	Y
Juvenile Kits	Y	7 days	N
Adult Videotapes Entertainment/Movies			
Adult Videotapes Instructional	Y	7 days	Y
Adult DVD Movies/Shows	N		
Juvenile Videotapes Entertainment/Movies	N		
Juvenile Videotapes Instructional	Y	7 days	Y
Juvenile DVD Movies/Shows	N		
Computer Software	N		
CD-ROM Software	N		
16mm Films	N		
Filmstrips	N		
Microfilm	N		
Microfiche	N		
Sheet Music	Y	21 days	Y
Maps	N		
Framed Art	N		
Hardware/Audiovisual Equipment	N		

<sup>1</sup> NO - Main    <sup>2</sup> YES - LaSalle

# Interlibrary Loan Materials Circulation Policies

Library: NTW

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	21 days	Y
Juvenile Books	Y	21 days	Y
Large Print Books	Y	21 days	Y
New Books	N		
Local History Books	N		
Reference Books	N		
Special Collections Books	Y <sup>1</sup>	21 days	Y
Magazines	Y	21 days	Y
Adult Audio Cassette Instructional	Y	21 days	Y
Adult Audio Cassette Foreign Language	Y	21 days	Y
Adult Audio Cassette Music	Y	21 days	Y
Adult Audio Cassette Spoken (book on tape)	Y	21 days	Y
Adult Kits (Bi-Folkal)	N		
Puppets/Specialty Items	N		
Flannelboard Stories (Magnetic Boards)	N		
Braille Books	Y	21 days	Y
Juvenile Audio Cassette	Y	21 days	Y
Juvenile Large Print Books	Y	21 days	Y
Adult Book w/Tape or Record	Y	21 days	Y
Juvenile Book w/Tape or Record	Y	21 days	Y
Adult CD Instructional	Y	21 days	Y
Adult CD Language	Y	21 days	Y
Adult CD Music	Y <sup>3</sup>	7 days	Y
Adult CD Spoken (Book-on-CD)	Y	21 days	Y
Juvenile CD	Y	7 days	Y
Juvenile Kits			
Adult Videotapes Entertainment/Movies	<sup>2</sup>		
Adult Videotapes Instructional	Y	7 days	N
Adult DVD Movies/Shows	N		
Juvenile Videotapes Entertainment/Movies	<sup>2</sup>		
Juvenile Videotapes Instructional	Y	7 days	N
Juvenile DVD Movies/Shows	N		
Computer Software	Y	7 days	Y
CD-ROM Software	Y	7 days	Y
16mm Films	N		
Filmstrips	N		
Microfilm	N		
Microfiche	N		
Sheet Music	N		
Maps	N		
Framed Art	N		
Hardware/Audiovisual Equipment	N		
Media Electronic Games	N		

<sup>1</sup> 7-day loan during holiday with no renewals at that time      <sup>3</sup> New CD music-NO

<sup>2</sup> Adult & Juvenile VHS interloan available at librarian's discretion

## Interlibrary Loan Materials Circulation Policies

Library: OAK

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	21 days	Y
Juvenile Books	Y	21 days	Y
Large Print Books	N		
New Books	N		
Local History Books	Y	21 days	Y
Reference Books	N		
Special Collections Books			
Magazines	Y	21 days	Y
Adult Audio Cassette Instructional			
Adult Audio Cassette Foreign Language			
Adult Audio Cassette Music			
Adult Audio Cassette Spoken (book on tape)	N		
Adult Kits (Bi-Folkal)			
Puppets/Specialty Items			
Flannelboard Stories (Magnetic Boards)			
Braille Books			
Juvenile Audio Cassette	Y	21 days	Y
Juvenile Large Print Books			
Adult Book w/Tape or Record	Y	21 days	Y
Juvenile Book w/Tape or Record	Y	21 days	Y
Adult CD Instructional			
Adult CD Language			
Adult CD Music			
Adult CD Spoken (Book-on-CD)	N		
Juvenile CD	N		
Juvenile Kits			
Adult Videotapes Entertainment/Movies	N		
Adult Videotapes Instructional	N		
Adult DVD Movies/Shows	N		
Juvenile Videotapes Entertainment/Movies	N		
Juvenile Videotapes Instructional			
Juvenile DVD Movies/Shows	N		
Computer Software	N		
CD-ROM Software	N		
16mm Films			
Filmstrips			
Microfilm			
Microfiche			
Sheet Music			
Maps			
Framed Art			
Hardware/Audiovisual Equipment			

## Interlibrary Loan Materials Circulation Policies

Library: PAV

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	21 days	Y
Juvenile Books	Y	21 days	Y
Large Print Books	Y	21 days	Y
New Books	Y	21 days	Y
Local History Books	Y	21 days	Y
Reference Books	N		
Special Collections Books	Y	21 days	Y
Magazines	Y	7 days	Y
Adult Audio Cassette Instructional	N/A		
Adult Audio Cassette Foreign Language	Y	21 days	Y
Adult Audio Cassette Music	N/A		
Adult Audio Cassette Spoken (book on tape)	Y	21 days	Y
Adult Kits (Bi-Folkal)	N/A		
Puppets/Specialty Items	N/A		
Flannelboard Stories (Magnetic Boards)	N/A		
Braille Books	N/A		
Juvenile Audio Cassette	Y	21 days	Y
Juvenile Large Print Books	N/A		
Adult Book w/Tape or Record	N/A		
Juvenile Book w/Tape or Record	Y	21 days	Y
Adult CD Instructional	N/A		
Adult CD Language	N/A		
Adult CD Music	N/A		
Adult CD Spoken (Book-on-CD)	Y	21 days	Y
Juvenile CD	N/A		
Juvenile Kits	N/A		
Adult Videotapes Entertainment/Movies	Y	7 days	Y
Adult Videotapes Instructional	Y	7 days	Y
Adult DVD Movies/Shows	Y	7 days	Y
Juvenile Videotapes Entertainment/Movies	Y	7 days	Y
Juvenile Videotapes Instructional	Y	7 days	Y
Juvenile DVD Movies/Shows	Y	7 days	Y
Computer Software	N		
CD-ROM Software	N		
16mm Films	N/A		
Filmstrips	N/A		
Microfilm	N/A		
Microfiche	N/A		
Sheet Music	N/A		
Maps	N/A		
Framed Art	N/A		
Hardware/Audiovisual Equipment	N/A		

## Interlibrary Loan Materials Circulation Policies

Library: RAN

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	14 days	Y
Juvenile Books	Y	14 days	Y
Large Print Books	Y	14 days	Y
New Books	Y	14 days	Y
Local History Books	Y	14 days	Y
Reference Books	N		
Special Collections Books	Y	14 days	Y
Magazines	Y	14 days	Y
Adult Audio Cassette Instructional			
Adult Audio Cassette Foreign Language	Y	14 days	Y
Adult Audio Cassette Music	Y	14 days	Y
Adult Audio Cassette Spoken (book on tape)	Y	14 days	Y
Adult Kits (Bi-Folkal)	N		
Puppets/Specialty Items	N		
Flannelboard Stories (Magnetic Boards)	N		
Braille Books	N		
Juvenile Audio Cassette	Y	14 days	Y
Juvenile Large Print Books	N		
Adult Book w/Tape or Record	N		
Juvenile Book w/Tape or Record	Y	14 days	Y
Adult CD Instructional	N		
Adult CD Language	N		
Adult CD Music	Y	14 days	Y
Adult CD Spoken (Book-on-CD)	Y	14 days	Y
Juvenile CD	Y	14 days	Y
Juvenile Kits	N		
Adult Videotapes Entertainment/Movies	Y	7 days	Y
Adult Videotapes Instructional	Y	7 days	Y
Adult DVD Movies/Shows	Y	7 days	Y
Juvenile Videotapes Entertainment/Movies	Y	7 days	Y
Juvenile Videotapes Instructional	Y	7 days	Y
Juvenile DVD Movies/Shows	Y	7 days	Y
Computer Software	N		
CD-ROM Software	N		
16mm Films	N		
Filmstrips	N		
Microfilm	N		
Microfiche	N		
Sheet Music	N		
Maps	N		
Framed Art	N		
Hardware/Audiovisual Equipment	N		

## Interlibrary Loan Materials Circulation Policies

Library: SAN

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	14 days	Y
Juvenile Books	Y	14 days	Y
Large Print Books	Y	14 days	Y
New Books	N		
Local History Books	N		
Reference Books	N		
Special Collections Books			
Magazines	Y	14 days	Y
Adult Audio Cassette Instructional			
Adult Audio Cassette Foreign Language			
Adult Audio Cassette Music			
Adult Audio Cassette Spoken (book on tape)	Y	14 days	Y
Adult Kits (Bi-Folkal)			
Puppets/Specialty Items			
Flannelboard Stories (Magnetic Boards)			
Braille Books			
Juvenile Audio Cassette			
Juvenile Large Print Books			
Adult Book w/Tape or Record			
Juvenile Book w/Tape or Record	Y	14 days	Y
Adult CD Instructional			
Adult CD Language			
Adult CD Music			
Adult CD Spoken (Book-on-CD)	Y	14 days	Y
Juvenile CD			
Juvenile Kits			
Adult Videotapes Entertainment/Movies	N		
Adult Videotapes Instructional			
Adult DVD Movies/Shows	N		
Juvenile Videotapes Entertainment/Movies	N		
Juvenile Videotapes Instructional			
Juvenile DVD Movies/Shows	N		
Computer Software			
CD-ROM Software			
16mm Films			
Filmstrips			
Microfilm			
Microfiche			
Sheet Music			
Maps			
Framed Art			
Hardware/Audiovisual Equipment			

## Interlibrary Loan Materials Circulation Policies

Library: WIL

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	SEE NOTE		
Juvenile Books	SEE NOTE		
Large Print Books	SEE NOTE		
New Books	SEE NOTE		
Local History Books	SEE NOTE		
Reference Books	SEE NOTE		
Special Collections Books	SEE NOTE		
Magazines	SEE NOTE		
Adult Audio Cassette Instructional	SEE NOTE		
Adult Audio Cassette Foreign Language	SEE NOTE		
Adult Audio Cassette Music	SEE NOTE		
Adult Audio Cassette Spoken (book on tape)	SEE NOTE		
Adult Kits (Bi-Folkal)	SEE NOTE		
Puppets/Specialty Items	SEE NOTE		
Flannelboard Stories (Magnetic Boards)	SEE NOTE		
Braille Books	SEE NOTE		
Juvenile Audio Cassette	SEE NOTE		
Juvenile Large Print Books	SEE NOTE		
Adult Book w/Tape or Record	SEE NOTE		
Juvenile Book w/Tape or Record	SEE NOTE		
Adult CD Instructional	SEE NOTE		
Adult CD Language	SEE NOTE		
Adult CD Music	SEE NOTE		
Adult CD Spoken (Book-on-CD)	SEE NOTE		
Juvenile CD	SEE NOTE		
Juvenile Kits	SEE NOTE		
Adult Videotapes Entertainment/Movies	SEE NOTE		
Adult Videotapes Instructional	SEE NOTE		
Adult DVD Movies/Shows	SEE NOTE		
Juvenile Videotapes Entertainment/Movies	SEE NOTE		
Juvenile Videotapes Instructional	SEE NOTE		
Juvenile DVD Movies/Shows	SEE NOTE		
Computer Software	SEE NOTE		
CD-ROM Software	SEE NOTE		
16mm Films	SEE NOTE		
Filmstrips	SEE NOTE		
Microfilm	SEE NOTE		
Microfiche	SEE NOTE		
Sheet Music	SEE NOTE		
Maps	SEE NOTE		
Framed Art	SEE NOTE		
Hardware/Audiovisual Equipment	SEE NOTE		

NOTE: We loan everything we have for a two-week period. Renewals are okay

## Interlibrary Loan Materials Circulation Policies

Library: YOU

Material Type	Loan Item? Y/N	Loan Period (If YES)	Renew? Y/N
Adult Books	Y	21 days	Y
Juvenile Books	Y	21 days	Y
Large Print Books	Y	21 days	Y
New Books	Y	7 days	N
Local History Books			
Reference Books	N		
Special Collections Books			
Magazines	Y	7 days	
Adult Audio Cassette Instructional	Y	21 days	Y
Adult Audio Cassette Foreign Language	Y	21 days	Y
Adult Audio Cassette Music	Y	7 days	Y
Adult Audio Cassette Spoken (book on tape)	Y	21 days	Y
Adult Kits (Bi-Folkal)	N/A		
Puppets/Specialty Items	Y	7 days	Y
Flannelboard Stories (Magnetic Boards)	Y	7 days	Y
Braille Books	N/A		
Juvenile Audio Cassette	Y	7 days	Y
Juvenile Large Print Books	N/A		
Adult Book w/Tape or Record	N/A		
Juvenile Book w/Tape or Record	Y	7 days	Y
Adult CD Instructional	Y	21 days	Y
Adult CD Language	Y	21 days	Y
Adult CD Music	Y	21 days	Y
Adult CD Spoken (Book-on-CD)	Y	21 days	Y
Juvenile CD	Y	21 days	Y
Juvenile Kits	N/A		
Adult Videotapes Entertainment/Movies	Y	7 days	
Adult Videotapes Instructional	Y	7 days	
Adult DVD Movies/Shows	Y	7 days	
Juvenile Videotapes Entertainment/Movies	Y	7 days	
Juvenile Videotapes Instructional	Y	7 days	
Juvenile DVD Movies/Shows	Y	7 days	
Computer Software	N		
CD-ROM Software	N		
16mm Films	N		
Filmstrips	N		
Microfilm	N		
Microfiche	N		
Sheet Music	N		
Maps	N		
Framed Art	N		
Hardware/Audiovisual Equipment	N		