

**OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE**

Name of Policy: **CIRCULATION LOAN PERIOD**

1. Regular loan period is three (3) weeks. (Exceptions are noted below.) Items may be renewed up to two (2) times unless a hold has been placed on the item. Renewals may be placed by phone or online.
2. For all patron accounts older than 6 months there is a limit of 50 items on an account at any time. New patron accounts will have a limit of 5 items (including 2 audiovisual materials.)
3. The Ottumwa Public Library is fine free with the exception of hotspots. They will accrue a fine of \$10/day with a maximum of \$40.
4. Reference materials, rare book collections, and government documents do not circulate except at the discretion of the librarian in charge.
5. All circulation and borrowing privileges are at the discretion of the director.

Table of Loan Periods and Limits-Patron Account

Item Type	Loan Period	#CKO limits	Fines Per Day	# of Renewals
Total Items		50		
Adult Audio Book		7		2
Adult Books				2
Adult CD		5		2
Adult DVD	7	5		2
Adult Non Fiction Oversize				2
Adult Serials				2
Hot Spots	7		\$10	2
Garden Tool	7	5		2
Nonfiction DVD				2
Interlibrary Loan	Determined by lending library	3		2
Juv. Audio Book		7		2
Juvenile Book				2
Juvenile Compact Disc		5		2
Juvenile DVD	7	5		2
Juvenile Serials				2
Juvenile Reference	See #4			0
Teen Audio Book		7		2
Teen Book				2

Date Revised: 8 April 2019

Date Revised: 10 January 2022

By: Ottumwa Public Library Board of Trustees