

Loan Periods Policy –

Most PCPLD circulating items, both print and non-print have a 21-day loan period with two renewals available providing there is not a hold on the item. PCPLD has automatic renewals in place if a renewal is available on the item.

Format	Checkout limit	Circulation period	Holds	Renewals	Exceptions	Reciprocal Borrowers
Print Book	60	3 weeks	yes	yes		
Audiobook on CD	10	3 weeks	yes	yes		
Magazine	10	3 weeks	yes	no		
Movies	10	3 weeks	yes	yes	Children's cards may only check out from children's collections	
New Movies	5	1 week	yes	Yes		cannot place holds
Music CD	10	3 weeks	yes	yes		
Kit	10	3 weeks	yes	yes		
Pamphlet	10	3 weeks	yes	yes		
Puzzle	10	3 weeks	yes	yes		
Video Game	5	1 week	yes	no	Adult cards only for adult games	
New Video Game	2	1 week	yes	no		cannot place holds
Quick Pick Book	3	1 week	no	no		
Quick Pick Movie	2	3 day	no	no		
Playaways	10	3 weeks	yes	yes		
Kindle	1	3 weeks	no	no		
Puppet	10	3 weeks	yes	yes		
Board Games	5	3 weeks	yes	yes		
In-House Items	3	2 hours	no	yes	Staff able to override checkout limit based on need.	Staff able to override checkout limit based on need.
Non-Traditional Items	3	1 week	yes	no	Staff able to override checkout limit based on need.	cannot place holds

Approved by the PCPLD Board of Trustees, June 15, 2017, updated April 19, 2018; Updated May 16, 2019, March 25, 2021 July 21, 2022