



CIRCULATION POLICY

LOAN PERIOD

Materials owned by the Berwyn Public Library are subject to the following loan periods set by the library:

Standard Loan Period	Material Type	Allow Renewal
3 weeks	Books	Yes
2 weeks	Books on Tape/CD; language tapes; realia	Yes
1 week	Adult and Children's periodicals; pamphlets and pictures file items; corporation reports; college catalogs; encyclopedias; Cliffs Notes; plays; recordings; compact discs; audio cassettes; cassette kits; non-fiction videos/DVD's; cassette players	Yes
3 weeks	Adult Kits (i.e. Hooked on Phonics); CD ROM's	No
1 week	Fiction videos/DVD's; Children's videos/DVD's	No
Vacation Loan Period		
Vacation Loan Period	Material Type	Allow Renewal
7 weeks	Books	No
3 weeks	Books on Tape/CD	No
Does Not Apply	Reserve Materials; Adult and Children's periodicals; pamphlets and pictures file items; corporation reports; college catalogs; encyclopedias; Cliffs Notes; plays; recordings; compact discs; audio cassettes; language tapes; realia; cassette kits; non-fiction videos/DVD's; cassette players; Adult Kits (i.e. Hooked on Phonics); CD ROM's; Fiction videos/DVD's; Children's videos/DVD's	No