

Highline Community College Library
Operational Policy and Procedures
Renewal Periods

Description:

Most materials in the Highline Community College Library are available to be renewed two times.

Certain library materials, because of their high demand, the high degree of readily accessible facts and information, or due to the specific nature of their form may have a different renewal period. In addition, certain categories of patrons, due to the nature of their use of the materials, are granted a different renewal period.

The detailed chart of the number of renewals available follows:

Item Type	Students	Public Borrowers	Faculty and Staff
Books, 2 week loan	2 renewals	2 renewals	2 renewals
Cassette, 2 hour loan	2 renewals	2 renewals	2 renewals
Cassette, 1 week loan	2 renewals	2 renewals	2 renewals
CD, Audio, 1 day loan	2 renewals	2 renewals	2 renewals
CD, Audio, 2 hour loan	2 renewals	2 renewals	2 renewals
CD-Rom, 1 day loan	2 renewals	2 renewals	2 renewals
CD-Rom, 2 hour loan	2 renewals	2 renewals	2 renewals
CD-Rom, quarter loan	2 renewals	2 renewals	2 renewals
DVD, 1 day loan	2 renewals	2 renewals	2 renewals
DVD, 2 hour loan	2 renewals	2 renewals	2 renewals
DVD, quarter loan	2 renewals	2 renewals	2 renewals
Equipment, 1 day loan	not available	not available	2 renewals
Equipment, 1 week loan	2 renewals	2 renewals	2 renewals
Equipment, 2 hour loan	2 renewals	2 renewals	2 renewals
Equipment, Staff only	not available	not available	2 renewals
Equipment, ADA quarter loan	5 renewals	not available	not available
Guide, 2 hour loan	2 renewals	2 renewals	2 renewals
Guide, 1 day loan	2 renewals	2 renewals	2 renewals
Model, 2 hour loan	2 renewals	2 renewals	2 renewals
Periodical, 2 week loan	2 renewals	2 renewals	2 renewals
Reserve, 1 day loan	no renewal	no renewal	2 renewals
Reserve, 1 quarter loan	no renewal	no renewal	2 renewals
Reserve, 2 day loan	no renewal	no renewal	2 renewals
Reserve, 2 hour loan	no renewal	no renewal	2 renewals
Reserve, 1 week loan	no renewal	no renewal	2 renewals
Reserve Reprints, 2 hour loan	no renewal	no renewal	2 renewals
Video, 2 hour loan	2 renewals	2 renewals	

Date of Adoption: **April 13, 2006**

Key Department: **Library Circulation Services**

Key Person: Frances Clark, **Director of Circulation**

Revisions: