

Loan Rules Policy

The following loan rules apply to Shorewood owned materials. Materials from other Milwaukee County libraries are subject to the owning library's loan rules.

Item	Loan Period	Renewal
Books, except those falling into below categories	3 weeks	2
Lucky Day Fiction (under 500 pages)	7 days	0
Lucky Day Non-Fiction and Lucky Day Fiction over 500 pages	3 weeks	0
New Adult Fiction, Mystery, and Science Fiction (under 500 pages)	7 days	2
DVDs	7 days	2
Compact Discs	7 days	2
Audiobook CDs and Playaways	3 weeks	2
Kits	3 weeks	2
Magazines	7 days	2
Newspapers	Do not circulate	
Reference items	Do not circulate	

- Renewals are only permitted for items which do not have a high holds ratio (defined as number of holds exceeding number of available copies).
- A renewal is equal to the length of an item's prescribed loan period.
- All Shorewood materials have a three-day grace period.
- Patrons may check out Shorewood-owned adult books and audiobooks for a six week lending period if requested. Renewals are still equal to three weeks.
- Items received through InterLibrary Services for interlibrary loan are due on the date indicated by the lending library.

Adopted by Library Board on June 4, 1999

Revised: July 1, 2005

September 12, 2005

June 2, 2010

June 7, 2010

July 20, 2011

February 11, 2015 **Last Revised November 8, 2017**