



## MATERIAL LOAN PERIODS AND FEES POLICY

Materials	LIMIT	CIRCULATION TIME	HOLDS	RENEWALS
NEW ADULT BOOKS	20	3 Weeks	Yes	None
REGULAR ADULT BOOKS	20	3 Weeks	Yes	2
CHILDREN & YOUNG ADULT BOOKS	20	3 Weeks	Yes	2
REFERENCE BOOKS	N/A	None	N/A	N/A
DVDs *	5	7 Days	Yes	None
AUDIO BOOKS	5	3 Weeks	Yes	2
PERIODICALS	20	3 Weeks	Yes	2
INTERLIBRARY LOAN	4	varies	Highwood	None
VIDEO GAMES	3	2 weeks	Highwood	1
HOTSPOTS	1	4 weeks	Highwood	2

**\*DVDs may be borrowed for ONE WEEK with no renewal available.**

Television series that are clearly marked as such may be borrowed for three weeks.

**The limit is 5 DVDs in any combination of movies, nonfiction or documentaries per borrower of which no more than 3 may be Blu-Ray.**

### REPLACEMENT CHARGES FOR LOST LIBRARY MATERIALS

Patrons will be required to pay the replacement cost of the item.

### DAMAGED MATERIALS

The circulation staff, when checking in materials, will examine whether the material has been damaged in some manner that might make the material unusable. Damage could include water, lost or ripped pages, paper marked up, scratches, and other damage. In the event that the material is returned in a damaged state, the replacement charges and fees will apply.

### OTHER FEES

Fees for printing, copying, and faxing will be posted on the HLCC website.

**Approved: November 24, 2025**