

MEDINA COUNTY DISTRICT LIBRARY POLICY MANUAL

Policy No: PUB-02f	Title: LOAN PERIODS		
Section: Public Services	Owner: Deputy Director	Resolution No: 25-11	
Board Approval Date: 08-19-2019	Staff Reviewed Date: 05-01-2025	Revised Date: 12-15-2025	Effective Date 12-15-2025

A loan period defines the number of days an item may be checked out before overdue bills begin to accrue. Renewal of an item “recharges” that item to the same account, allowing an additional borrowing period. Clevnet will automatically renew items according to the owning library’s policies. All MCDL items renew up to five (5) times. Items with holds will not renew. Exceptions to this rule are listed below.

Item	Loan period in days	Cannot renew	NOTES
Adventure Passes	7	X	Passes for free admission to local attractions
Audiobooks	21		
Book Club Bags	42	X	10 copies with discussion questions
Books	21		
CDs	21		
DVDs, Blu-Rays	14		No holds or renewals on NHDVDs, NHBlu-Rays
Educator Card items	28		Exception: some outreach special materials
Educator Sets	42	X	Multiple copies of paperback titles grades 1 – 12
eMedia	varies	X	
Magazines	14		
New books	14		No holds or renewals on Lucky Breaks
OCLC Interloans	varies	X	
Outreach Services	35		
Reference Material			At discretion of reference staff, no holds
Tote bags and baskets	21		No holds
Vacation loans			Up to 8 weeks, MCDL items only
Video Games	14	X	No holds or renewals on items less than 18 months old.
Wi-Fi Hotspots	14	X	Limit one checkout per household per 30-day period. No holds.
All circulating kits	14	X	Various themed collections/bags/toys/assistive devices/aids & materials. Magnifier kits only are renewable.

No materials are due on Sundays or when the library is closed for a holiday; items will be due back on the next open day. If the Bookmobile stop is canceled, items will be due at the next scheduled stop for that location. Patron holds will be kept for 10 days, beginning the day the item is transited into the library. Patrons will receive 24 hour reminder email for expiring holds. Holds may only be checked out to the account on which the hold was placed.

Related Procedures: [PROC-PUB-02d.1 Holds](#)
[PROC-PUB-02d.2 Video Game Borrowing Privileges](#)
[PROC-PUB-02f.1 Checking Out, Returning and Discharging Items](#)
[PROC-PUB-02f.2 Claimed Returned](#)