

**CIRCULATION POLICY CHANGES for _____
Library**

Date:

Please complete one form per item type. If different conditions apply to different user profiles, submit additional forms for each profile. All specifications must be entered (incomplete forms will be returned).

USER PROFILE THIS APPLIES TO:

- Public
- Staff
- Temporary
- Organization
- Out of System
- Other (specify)

ITEM TYPE (Most Common Item Types and descriptions listed on page 2)

LOAN PERIOD _____

RENEWALS ALLOWED _____

DAILY OVERDUE FINE _____

MAXIMUM OVERDUE _____

ITEM LIMIT PER USER _____

Submit forms to J. Henry, 4CLS or e-mail to policy@4cls.org. You will be notified when changes have been made.

ITEM TYPES

Name	Description
7DAYLOAN	Miscellaneous 7day loan materials
ARTWORK	Framed Art and Sculpture
AUDIOCASS	Spoken Word Audio Cassettes
AV	Audio-visual
AV-EQUIP	Audio-visual equipment
AVKIT	Multi-piece Kit
BIFOLKAL	Bifolkal Kit
BOOK	Book
BOOKCD	Book on CD
CBA	CBA
CD	Music CD
CDROM	CD ROM
CRCT-BKCD	CIRCUIT Book on CD
CRCT-DVD	CIRCUIT DVD
CRCT-LP	CIRCUIT Large Print
CRCT-VIDEO	CIRCUIT Video
DVD	DVD
EDUCTOY	Games, Toys, and Puppets
EPHEMERA	Pamphlet, map, photograph, catalog
I-NET	Internet Use Computer
ILL-BOOK	Inter-library loan book
LARGEPRINT	Large Print
LOCALHIST	Local History Materials
MAGAZINE	Magazine
MICROFORM	Microform
MUSICAC	Music Audiocassette
NEW-BOOK	New books
NEWMAG	New Magazines
NEWSPAPER	Newspaper
PBACK	Paperback
PC	Public Use Computer
PCSOFTW	Pc software
READINGRB	Reading Rainbow Kit
REF-BOOK	Reference book
SOFTWARE	Software
STORYTIME	Story Time Kit
VIDEO	Video Cassettes