



# Circulation Cheat Sheet

This chart shows circulation details for different types of library resources. For example, students can use this chart to determine for how long a nonfiction book can be checked out (21 days); or if textbooks are able to be renewed (no).

Location / Spine Label	Check Out?	Loan Period	Renewals	Holds Allowed?	Hold Length	Max Checkout	Lost After
<b>Nonfiction</b>	Yes	21 days	1	Yes	2 days	20 items	30 days
<b>Fiction</b>	Yes	21 days	1	Yes	2 days	10 items	30 days
<b>Reference</b>	No	-	No	No	-	-	-
<b>Periodicals / Journals</b>	Yes	7 days	1	Yes	2 days	10 items	14 days
<b>Videos</b>	Yes	7 days	1	Yes	2 days	No limit	14 days
<b>Textbooks</b>	Yes	1 day	No	No	-	No limit	7 days
<b>Ref (reference) Textbooks</b>	No	-	No	No	-	-	-
<b>Supplemental Textbooks</b>	Yes	7 days	1	Yes	2 days	No limit	14 days
<b>Test Prep</b>	Yes	7 days	No	Yes	2 days	5	7 days
<b>Reference Test Prep</b>	No	-	No	No	-	-	-
<b>Celebrity death/funerals</b>	No	-	No	No	-	-	-
<b>Historical Mort Sci Texts</b>	No	-	No	No	-	-	-
<b>Yearbooks</b>	No	-	No	No	-	-	-
<b>Library Office</b>	No	-	No	No	-	-	-

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