The **distribution companies** who produce the game give **their own unique catalogue number** to each different game.

Each rental is for a specified period **agreed at the time of rental** (up to a **maximum of 2 weeks**), after which it **can be renewed provided that there is no outstanding reservation** for the same item. **Normally a maximum of 2 games can be rented at the same time by one member**. The **issuing, renewal and return of games** is carried out by a **shop assistant** at the shop counter.

The cost of each rental is based on a scale of **daily rates**. Very new games are usually charged at the highest rate and there are a number of rates for other games. **Renewals are charged at the same daily rates as the initial loan**. If rentals are **returned late** then **additional charges** will be made for the **extra days** at **twice the normal daily rate** for the item.

**The catalogue**

To make this into a useful resource the manager would like to hold **brief product details** as well as **reviews of games where appropriate**.