

# Borrowing Materials Policy

## Introduction

In keeping with its mission, the library provides access to an array of materials that inform, educate, and entertain. To ensure fair and equitable access to materials in the collection, the library's Board of Control sets policies for limits, length of loan periods, renewals, holds, and deposit items. When new non-traditional materials become available, announcements will be made through the library's website, social media, and other means.

## Responsibility

In order to borrow materials from the library, a patron must have an account in good standing and present his/her library card or valid picture ID. The library card **and** a valid picture ID must be presented when materials require a cash deposit. A check-out history of at least 6 months must be established before borrowing non-traditional materials. The patron is responsible for all materials checked out on the account. Parent(s) or legal guardian(s) take responsibility for children ages 17 and under.

A patron may not use another patron's library card unless a notarized Patron Authorization Form has been provided to the branch manager. Parents/Guardians of minor children may use the child's card without the child present to check out materials for the child. Patrons who pick up items on hold for their spouses may check out the hold items with their own library card.

All materials that require extra check-out/in time **must be checked out or returned at least 30 minutes prior to closing.**

Patrons who borrow non-traditional materials must sign an agreement stating they have read, understand and will abide to the terms and conditions. An agreement will be signed each time a non-traditional item is borrowed.

Patrons will have library privileges suspended if one or more of the following conditions exist:

- Owes \$3 or more in fines and fees
- Mail is returned
- Telephone is disconnected

Library privileges will be reinstated when accounts have been cleared and/or updated.

**Failure to return non-traditional materials and all accessories by due date may result in the police being notified.** Borrowing privileges for non-traditional items may be permanently suspended if the police become involved in retrieving these materials.

## Number of Items and Limits

Items checked out to a library card may never exceed 40 items. Overdrive materials, and EBSCO eBooks do not count as part of the maximum limit. Limits for materials are as follows:

<u>Material Type</u>	<u>Limits</u>	<u>Material Type</u>	<u>Limits</u>
Nonfiction (per subject) <sup>1</sup>	4/household	Non-traditional Items <sup>2</sup>	1 per item type <sup>3</sup>
DVDs <sup>2</sup>	5	Overdrive	5
Audiobooks	10	EBSCOhost/Interlibrary Loan	5 ea.

<sup>1</sup>Limiting the number of books per subject allows others a chance to check out books on the same subject.

<sup>2</sup>Must be at least 18 to check out DVDs and non-traditional items.

<sup>3</sup>Depending on item type, more than one may checked out (check with staff).

## Loan Periods and Renewals

Loan periods and renewals are designed to balance the individual user's needs against those of the user community. As such, the following limits have been set to accommodate these needs.

<u>Material Type</u>	<u>Loan Periods</u>	<u>Renewals*</u>
Reference Items	Non-circulating	n/a
History Center Items	Non-circulating	n/a
Books	2 weeks	2
Magazines	1 week	No
DVDs	1 week	No
Audiobooks	2 weeks	2
Interlibrary Loan (ILL)	2 weeks	Depends on Lending Library
Overdrive	2 weeks	No
EBSCOhost	2 weeks	No
Non-traditional Items <sup>1</sup>	1 week	No

<sup>1</sup>Cannot be checked out back to back by same household within a 1 week period from check-in date.

\*Items on hold may not be renewed.

## Hold Limits

The maximum number of holds allowed at one time is 10 items per card, including no more than 5 DVDs. Items on hold are held for 3 days after notification, after which time, the items are made available to the next patron on hold or returned to circulation. Holds are allowed for items on order, which are counted as part of the maximum number of allowable holds. Non-traditional items cannot be placed on hold; these materials are on a first-come, first-served basis. Staff reserves the right to cancel the latest holds from patrons' account when they exceed the allowable limit.

## Deposit Materials

Certain materials have been identified as items that may become long overdue. To encourage patrons to return items on time, a refundable cash deposit will be required at time of checkout. Once an item is examined for damage and checked-in, the cash will be refunded **only** to the patron who placed the deposit minus any overdue fines and/or other fees. Cash deposits are as follows:

<u>Materials</u>	<u>Value of Items</u>	<u>Cash Deposit</u>
Study Guides, Exam Prep books	n/a	\$10.00
Non-traditional materials	Under \$25	No deposit
Non-traditional materials	Between \$25 and \$100	\$10.00
Non-traditional materials	Over \$100	\$20.00

## Returning Materials

Most items checked out from any library branch may be returned to any branch in person or through a book drop. Interlibrary loan items, deposit and non-traditional materials **must be returned in person to the issuing branch**. Late materials will accrue fines as outlined in the *Fines and Fees Policy*.

***No materials are considered checked in until all parts, including accessories, are returned in good condition.***

Approved by: Library Board of Control Date: Prior to 2005 Revisions: Jan 2015; Feb 2016; Jun 2016; Sep 2016
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