

# LOAN PERIODS AND LOAN LIMITS (INCLUDES: RENEWALS, HOLDS, AND OVERDUES)

CIR-2

Approved: 04/08/2015

## **Policy Statement**

Jensen Memorial Library card holders in good standing are allowed to check out circulating materials for a defined period of time based on the type of material. Loan periods and limits on the number of items are established to balance user needs and demands.

## **Definitions**

Loan period: The length of time that an item may be checked out to a library patron.

Loan limit: The maximum number of items that may be checked out on a library account at one time.

Renewal: An extension of the original loan period.

Good standing: Accounts with no overdue items, less than \$5.00 in fines and fees per person or family group, no lost items, and accurate, up-to-date phone number and address on record.

## **Guidelines**

All loan periods and limits are subject to special circumstances' override by decision of the Director.

## **Regulations**

1. Loan Periods and Limits
  - a. Vary based on demand of certain item types, number of items available in the collection, and value of the items.
  - b. Materials are loaned by the library with the understanding that the borrower will return them in the same condition and by the due date established by the library.
  - c. If materials are returned later than the due date, overdue fines will be charged to the patron.
  - d. See policy "CIR-FORMS Loan Characteristics by Item Type" for specifications on length of loans for specific item types.
2. Renewals
  - a. Materials may be renewed for a period equal to the original loan period beginning from the date the item is renewed.
  - b. Renewals may be done in person or over the phone.
  - c. Items on hold for other patrons may not be renewed.
  - d. Overdue charges that have accrued until the time of renewal are charged to the patron's account.
  - e. After maximum renewals are reached, items must be brought *to* the library at which time staff will check the item in; the item may then be checked back out. This process is to prove the item has not been lost.

- f. See “Loan Characteristics by Item Type” (CIR Forms & Additional Information- 2) for specifications on number of renewals allowed.
3. Holds
- a. Items checked out to another patron may be requested for Hold.
  - b. Hold requests are active for ninety (90) days.
  - c. When the requested item is returned to the library, the next person on the Hold List will be contacted via phone. If the patron is not able to be contacted after three (3) attempts, the item will be returned to the shelf or be made available to the next person on the Hold List.
  - d. Items will be kept on the Hold Shelf at the service desk for one week. If the item is not picked up during that time, it will be returned to the shelf or be made available to the next person on the Hold List.
4. Overdues
- a. An item is considered overdue when it is not returned by the due date given when the item is checked out.
  - b. A grace period is allowed for all items during which overdue charges are not accumulated. At the end of such period, charges revert to the first day the item was overdue.
  - c. Fines
    - i. Fines will be limited to \$5.00 per overdue item.
    - ii. After an item is thirty (30) days overdue, it will be considered lost. The replacement value will be assessed to the patron account in addition to overdue fines.
    - iii. Patrons will be notified of overdue items and outstanding charges by mail or email.
    - iv. Patrons with overdue materials will have library privileges suspended until overdue items are renewed or returned.
    - v. Patrons and/or family groups owing \$5.00 or more will have library privileges suspended (including computer use) until fines/fees are paid.
    - vi. Cardholder accounts will be cleared and privileges reinstated upon return of item(s) and/or payment of fines/fees.
    - vii. See “Fines and Fees” policy for more information.
  - d. See “Loan Characteristics by Item Type” (CIR Forms & Additional Information- 2) for specifications on number of grace period days and amount of overdue fines per day for each item type.