

SECTION: PS 4 CIRCULATION OF LIBRARY MATERIALS
SUBSECTION:
POLICY: PS 4.3 LOAN PERIODS AND BORROWING LIMITS
REVISIONS: 08/12/87; 9/14/16; 8/16/17; 09/18/24

Loan Periods

- Print 3 weeks
- CDs 3 weeks
- Hot Spots 3 weeks
- Juvenile Kits 3 weeks
- DVDs 1 week
- Video Games 1 week
- Electronic Devices (i.e. Rokus, etc.) 1 week
- Library of Things 1 week
- Hot Picks 1 week
- Teacher's Collections 4 weeks
- Bookmobile Borrowing 4 weeks
- House Call Borrowing 4 weeks

Renewals

With the exception of Hot Picks, Hot Spots, Electronic Devices, Library of Things and Tool lending Library items, the Library system will automatically renew eligible materials checked out on customer's accounts. Materials may renew up to four (4) times after the initial checkout if there are no reserves/holds for these items.

A courtesy message sent three (3) days prior to the original due date will display the NEW due date and the status "RENEWED" for eligible items, and the original due date and the status "UNABLE TO RENEW" for ineligible items.

Patrons may renew items manually online, in person at any service desk, or via telephone.

Renewal of materials borrowed from other libraries is at the discretion of the lending library.

Borrowing Limits

Patrons with full access cards may borrow up to 150 items on their account at any one time. Due to limited quantity or cost, some materials may have specific limits on the quantity permitted to be checked out on a library card.

Full Access Adult Card

- Print borrowing limit
- CDs borrowing limit

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- Library of Things borrowing limit
- DVDs borrowing limit
- Video Games 2
- Tool Lending Library 3
- Hot Spot 1
- Electronic Devices 1
- Electronic Resources:
 - Overdrive 20 checkouts & 30 holds at one time
 - Renewals are unlimited as long as there are no holds
 - Hoopla 25 checkouts per month
 - Each title may be renewed once and counts as a new checkout
 - Kanopy 60 tickets per month; cost of each title is 0-4 tickets
 - iVox 12 concurrent titles
 - Databases unlimited access
- Public computers unlimited access

Full Access Child Card

No Hot Picks, Hot Spots, Electronic Devices, Tool Lending Library items

- Print borrowing limit
- CDs borrowing limit
- DVDs borrowing limit
- Video Games 2
- Library of Things 3
- Electronic Resources:
 - Overdrive 20 checkouts & 30 holds at one time
 - Renewals are unlimited as long as there are no holds
 - Hoopla 25 checkouts per month
 - Each title may be renewed once and counts as a new checkout
 - Kanopy 60 tickets per month; cost of each title is 0-4 tickets
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Limited Access Student Card

No Video Games, Hot Spots, Electronic Devices, Tool Lending Library, Library of Things

- Only three (3) items may circulate at one time.
- Up to three (3) lost/damaged items waived per year.

Items are limited to:

- Print borrowing limit
- CDs borrowing limit
- DVDs borrowing limit
- Electronic Resources:
 - Overdrive 20 checkouts & 30 holds at one time
 - Renewals are unlimited as long as there are no holds
 - Hoopla 25 checkouts per month
 - Each title may be renewed once and counts as a new checkout
 - Kanopy 60 tickets per month; cost of each title is 0-4 tickets
 - iVox 12 concurrent titles
 - Databases unlimited access
- Public computers unlimited access

Limited Access Temporary Card

No Video Games, Hot Spots, Electronic Devices, Tool Lending Library items

- Only three (3) items may circulate at one time.

Items are limited to:

- Print borrowing limit
- CDs borrowing limit
- DVDs borrowing limit
- Electronic Resources:
 - Overdrive 20 checkouts & 30 holds at one time
 - Renewals are unlimited as long as there are no holds
 - Hoopla 25 checkouts per month
 - Each title may be renewed once and counts as a new checkout
 - Kanopy 60 tickets per month; cost of each title is 0-4 tickets
 - iVox 12 concurrent titles
 - Databases unlimited access
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Electronic Resource Card (ecard)

Items are limited to electronic/online resources only.

- Electronic Resources:
 - Overdrive 20 checkouts & 30 holds at one time
 - Renewals are unlimited as long as there are no holds
 - Hoopla 25 checkouts per month
 - Each title may be renewed once and counts as a new checkout
 - Kanopy 60 tickets per month; cost of each title is 0-4 tickets
 - iVox 12 concurrent titles
 - Databases unlimited access

Teacher Card

No Electronic Devices, Tool Lending Library items

- Print borrowing limit, no Hot Picks
- CDs borrowing limit
- Hot Spot 1
- Library of Things borrowing limit
- DVDs borrowing limit
- Video Games 2
- Electronic Resources:
 - Overdrive 20 checkouts & 30 holds at one time
 - Renewals are unlimited as long as there are no holds
 - Hoopla 25 checkouts per month
 - Each title may be renewed once and counts as a new checkout
 - Kanopy 60 tickets per month; cost of each title is 0-4 tickets
 - iVox 12 concurrent titles
 - Databases unlimited access

Institution Card

No Hot Spots, Electronic Devices, Tool Lending Library items

- Print borrowing limit, no Hot Picks
- CDs borrowing limit
- DVDs borrowing limit
- Video Games 2

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- Electronic Resources:
 - Overdrive 20 checkouts & 30 holds at one time
 - Renewals are unlimited as long as there are no holds
 - Hoopla 25 checkouts per month
 - Each title may be renewed once and counts as a new checkout
 - Kanopy 60 tickets per month; cost of each title is 0-4 tickets
 - iVox 12 concurrent titles
- Databases unlimited access

Out-of-State Visitor Card

- Print borrowing limit
- CDs borrowing limit
- Library of Things borrowing limit
- DVDs borrowing limit
- Video Games 2
- Tool Lending Library 3
- Hot Spot 1
- Electronic Devices 1
- Electronic Resources:
 - Overdrive 20 checkouts & 30 holds at one time
 - Renewals are unlimited as long as there are no holds
 - Hoopla 25 checkouts per month
 - Each title may be renewed once and counts as a new checkout
 - Kanopy 60 tickets per month; cost of each title is 0-4 tickets
 - iVox 12 concurrent titles
 - Databases unlimited access
- Public computers unlimited access