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Adopted by the Library Board 09-15-04

Public Library System

Loan Guidelines

Policy Statement:

Library users are assured of fair and equitable access to all library materials.

Regulations:

1. **Loan of materials:** There is a checkout limit of 30 items per library card. Loanable materials have a maximum of 6 renewals.
2. **Holds:** The entire collection is available to be placed on hold with the exception of the subset of materials designated MOST WANTED and materials designated for in-library use only.
3. **Suspension or revocation of borrowing privileges:** Section 20-20 of the City of Scottsdale Revised Code gives the Library Director the right to suspend or revoke borrowing privileges when fines are not paid, library material is not returned, or library policies are not followed.
4. **Equipment malfunctions:** The library is not responsible if a customer's equipment malfunctions when playing DVDs or CDs borrowed from the library.

Procedures:

1. **Overdue Notices:** As a courtesy, the Library will notify customers with overdue materials and fines. A collections notice is sent when a customer has materials 45 days overdue and charges are \$25.00 and over. These accounts incur a collection agency fee.
2. **Fine Notices:** As a courtesy, the Library will also notify customers with fines though the materials have been returned. A collection notice is sent 45 days after the first fine notice when fines are \$25.00 and over. These accounts incur a collection agency fee.
3. **Customer Holds:** Customers will be notified by mail, e-mail or text when the requested item is available. There is a limit of 12 holds per account.
4. **Library Staff:** Library staff must check out all materials for personal use through circulation channels in accordance with the policies established for all library customers. Staff are responsible for any fines or damage charges incurred.