



Effective: 09-15-2004  
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Pol. No.: CIR-7

## Loan Guidelines

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### Policy Statement:

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

### Regulations:

**Loan of materials:** There is a checkout limit of 30 items per library card. Loanable materials have a maximum of up to 4 renewals. Loaned materials are considered lost when not returned within 10 days after the final due date. Accounts with lost items will be charged a fee for actual cost of each item. Returning the item in good condition will remove the cost charge. Refunds for lost items are only available within 6 months of payment.

**Auto-renewals:** All eligible Scottsdale Public Library items will automatically renew unless an item has a waitlist. Autorenewals occur in accordance with the renewal terms.

**Holds:** The entire collection is available to be placed on hold except for the subset of materials designated MOST WANTED, the Southwest Heritage Connection special collection and materials designated for in-library use only.

**Suspension or revocation of borrowing privileges:** Under Scottsdale Revised Code Section 20-20, the Library Director may impose and collect fees or fines for the infringement of the library's established rules and regulations and may suspend or revoke the borrowing privileges of any patron who has failed to pay a fee and/or fine or return any book or other material by the applicable due date.

**Equipment malfunctions:** The library is not responsible if a patron's equipment malfunctions when using media borrowed from the library.

**Lost Notices:** As a courtesy, the library will notify patrons with overdue materials and/or other fees or fines. A collections notice is sent when a patron has materials 45 days in lost status, and charges are \$25.00 and over.

**Inter Library Fine Notices:** As a courtesy, the library will also notify patrons with Inter Library Loan fines charged by the lending library. A collection notice is sent 45 days after the first fine notice when fines are \$25.00 and over.

**Patron Holds:** Patrons will be notified by e-mail or text when the requested item is available. There is a limit of 15 holds per account.

**Required Check Out:** All library materials must be checked out through library circulation channels in accordance with the policies established for library patrons, including library staff and other city employees.

**Interlibrary Loans:** Interlibrary loans are governed by a separate policy. Please refer to the Interlibrary Loans policy (see “Interlibrary Loans” PUB-5). ILL items are subject to late fines, lost and damaged fees.

**MAX Loans:** Max loans are governed by a separate policy. Please refer to the MAX policy (see “MAX Loans” PUB-12). MAX items are subject to lost and damaged fees.