

3.1.4 – Borrowing Limit Schedules

Effective: October 1, 2023

Last Reviewed: Last Reviewed: (Combined Circulation Policy: June 2021)

A. Purpose

The purpose of this policy is to establish and communicate the borrowing limits related to policy *3.1.3 Borrowing Library Materials*.

B. Physical Collection Schedule

Item Type	Maximum Items Borrowed	Loan Period	Renewal Limit	Maximum # Holds
General Materials (including Books, Audio Books, Compact Discs, and all items not separately listed)	100	21 days	5	50
DVDs	20	7 days	5	50
Traveling Tales kits	3	21 days	5	50
Express Books	20	7 days	0 - Not Available	0 - Not Available

C. Digital Collection Schedule

Digital Vendor	Maximum Items Borrowed	Loan Period	Renewal Limit	Maximum # Holds
OverDrive	10	Set by vendor	NA	10
Hoopla (per month)	16	Set by vendor	NA	NA
Kanopy (per month)	6	Set by vendor	NA	NA

D. Lendable Technology Schedule

Item Type	Maximum Items Borrowed	Loan Period	Renewal Limit	Maximum # Holds
Laptop/Tablet	1	21 days	2	1
Wi-Fi Hotspot	1	21 days	2	1
FSCJ Laptop	1	Current semester	0	1
FSCJ Wi-Fi Hotspot	1	Current semester	0	1

E. Procedures

The Board of Library Trustees authorizes the Library Director to establish procedures to administer this policy, and to delegate any and all responsibilities herein to other staff through such procedures.

F. Associated Library Policies

- [Policy 3.1.1 Customer Accounts and Privileges](#)
- [Policy 3.1.2 Confidentiality of Registration and Circulation Records](#)
- [Policy 3.1.3 Borrowing Library Materials](#)
- [Policy 3.1.5 Library Fees](#)
- [Policy 3.1.6 Library Fee Schedules](#)

G. Relevant Laws and Legislation

- [Municipal Code Sec. 90.102. - Authority of Board](#)
- [Municipal Code Chapter 662 - LIBRARY SYSTEM AND SERVICES](#)