

Category: Public Service
Policy Number: 4-3
Policy Name: Loan Periods and Limits

Purpose:

To describe the rationale for loan periods and limits and to outline the most common of these.

Policy:

Loan periods and limits are established to provide fair and equitable access to library materials. Privileges such as renewals offer the benefit of longer use of library material. Such privileges are reduced when items are in high demand.

Loan periods and limits are determined by the combination of the type of membership and kind of material. For example, Visiting Library Service customers are given longer loan periods. In general, most memberships have the following loan periods and limits.

| Kind of Material | Loan Period | Limit Per Card | Renewals* |
|-----------------------------------------|-------------|---------------------------------|-----------------------|
| Books & Magazines | 21 days | 100 (max. of all items/card) | 2 |
| Books – High Demand | 14 days | 100 (max. of all items/card) | 2 |
| Books – Fast Reads | 7 days | 2 (max. of all items/card) | 0 |
| Kits | 21 days | 100 (max. of all items/card) | 2 |
| Compact Discs | 21 days | 100 (max. of all items/card) | 2 |
| Compact Discs – Seasonal, High Interest | 7 days | 100 (max. of all items/card) | 1 |
| Recorded Books | 21 days | 100 (max. of all items/card) | 2 |
| Daisy Recorded Books** | 42 days | 100 (max. of all items/card) | 1 (3 week renewal) |

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|---------------------------|-----------------------------------|---------------------------------|---|
| DVDs (Adult & Children) | 14 days | 100 (max. of all items/card) | 2 |
| DVDs – FastView | 7 days | 3 | 0 |
| DVDs – Special, TV Series | 21 days | 50 (max. of all items/card) | 2 |
| Children’s Recorded Books | 21 days | 100 (max. of all items/card) | 2 |
| Board Games | 7 days | 5 | 1 |
| Parks and Museum Passes | 7 days | 1 | 0 |
| Wifi Hotspots | 14 days | 1 | 0 |
| Children’s iPads | ½ hour loan for in-library use | 1 | 0 |
| Vox and Playaway Books | 21 days | 3 | 2 |
| Basketballs | 3 hours | 1 | 0 |
| Laptops | 3 hour loan for in-library use | 1 | 0 |

* Renewals may be blocked in the following situations: the maximum number of renewals has been reached; the item has outstanding holds; or there are outstanding charges totaling \$20.00 or more on the customer account.

** Daisy Recorded Books are talking books for library users with print disabilities. They can be borrowed by Waterloo Public Library users who register with the Library for Centre for Equitable Library Access (CELA) service.

Document Record:

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