

LOAN PERIODS AND LOAN LIMITS

POLICY QUESTIONS TO ADDRESS

1. Why does the library establish loan periods?
2. Does the library have loan limits? If so, why?
3. How do loan periods and loan limits support the library's goals and objectives?

DEFINITIONS

4. What is a *loan period*?
5. What is a *loan limit*?

REGULATIONS QUESTIONS TO ADDRESS

1. What is the loan period for each type of material that the library circulates? If the loan period varies based on the type of material, what is the rationale for the different loan periods?
2. Are there a maximum number of items that a customer may have on loan at any given time?
3. Are there a maximum number of items of one type (books, videos, CDs etc) that a customer may have on loan at any time?
4. Is there a limit on the number of items on the same subject that a customer may check out at the same time? If so, how is the "same subject" defined? Under what circumstances, if any, may this restriction be over-ridden? May any member of the library staff over-ride the restriction or may only supervisors or staff with a particular classification(s) over-ride the restriction?
5. May a customer borrower multiple copies of the same title at the same time? If not, under what circumstances, if any, may library staff over-ride the restriction? May any member of the library staff over-ride the restriction or may only supervisors or staff with a particular classification(s) over-ride the restriction?
6. Under what circumstances, if any, may library staff over-ride the loan period and either shorten or lengthen it? May any member of the library staff over-ride the loan period or may only supervisors or staff with a particular classification(s) over-ride the loan period?
7. Under what circumstances, if any, may library staff over-ride the loan limits? ? May any member of the library staff over-ride the loan limits or may only supervisors or staff with a particular classification(s) over-ride the loan limits?
8. Under what circumstances, if any, may library staff set temporary limits on the number of materials? For example, may staff limit the number of books on science fair projects that may be borrowed by one customer when there is heavy demand due to a school assignment? Or, may staff limit the number of holiday books that a customer may borrower during the holiday season?

Copyright © 2003 American Library Association. All rights reserved. Permission granted to reproduce for nonprofit educational purposes.