



SALT LAKE COUNTY LIBRARY SERVICES

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| Authorized By: | | Salt Lake County Library Board of Directors | | | | |
| Subject: | | BORROWING PRIVILEGES POLICY | | | | |
| Document # | Effective Date | Version # | Revision Date | Page | of | |
| | 01/30/2006 | | | 1 | 2 | |

Policy Statement

Salt Lake County Library Services is committed to providing equitable access to library materials and services to library patrons. To fulfill this commitment, the Library Board of Directors establishes conditions for borrowing privileges to insure the return of materials or compensation for county assets.

Regulations

1.0 Item Limits

- 1.1 Item limits due to Borrower Type
 The total number of items a library card holder is eligible to borrow is dependant upon the Borrower Type. Borrower type limits are:

| Borrower Type | Item Limit |
|---------------------|--------------------------------------|
| Adult | Maximum of 30 items at any one time |
| Child, under age 18 | Maximum of 30 items at any one time |
| Temporary | Two items – one time only |
| Non-resident | Maximum of 30 items at any one time. |
| Limited Use | Maximum of 5 items at any one time. |

- 1.2 Item limits and loan periods by Item Type
 Maximum limits (within eligible limits due to Borrower Type) are placed upon the number of items of any one Item Type a library card holder may borrow at one time. Loan periods are determined by Item Type. Item Type limits and Loan Periods are:

| Item Type | Item Limit | Loan Period |
|-----------------------|------------|-------------|
| Books | 30 | 21 days |
| Books on CD | 10 | 21 days |
| CD/Book Combo | 30 | 21 days |
| Compact Discs (music) | 30 | 21 days |
| DVDs | 10 | 7 days |
| eAudiobooks | 10 | 21 days |
| ebooks | 5 | 21 days |
| Magazines | 30 | 21 days |

2.0 Loss of Borrowing Privileges

The following conditions will “block” or “invalidate” a library card:

- 2.1 Fines or fees over the maximum amount threshold set in the Fines and Fees Policy.

- 2.1.1 Fines or fees are accrued on items that are not returned or renewed by the due date, lost items, damaged items, or items with missing parts. (See Fines and Fees Policy)
- 2.2 False or invalid identification, address, or signature
- 2.3 Expired card status (See Library Card Policy, Section 8.0)
- 2.4 Card reported lost or stolen
- 2.5 Collection activity
 - 2.5.1 Accounts sent to the County Attorney, bankruptcies, and returned checks are handled through the Salt Lake County Library Services fiscal department. These issues must be cleared through the appropriate department.

Adopted by the Salt Lake County Library Board, January 30, 2006.