



SALT LAKE COUNTY
LIBRARY SERVICES

Authorized By:	Salt Lake County Library Board of Directors					
Subject:	BORROWING PRIVILEGES POLICY					
Document #	Effective Date	Version #	Revision Date	Page	of	
	01/30/2006	7	08/24/2020	1	2	

Policy Statement

Salt Lake County Library 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 50 items at any one time
Child, under age 18	Maximum of 50 items at any one time
Temporary	Three items – Restricted from check out of Realia items
Student card	Three items
Non-resident	Maximum of 50 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	50	21 days
Books on CD	50	21 days
CD/Book Combo	50	21 days
Compact Discs (music)	50	21 days
DVDs	50	7 days
eAudiobooks	10	21 days
ebooks	10	21 days
Magazines	50	21 days
Realia (non-traditional library items such as telescopes, Preserving Memories equipment, etc.)	5	7 days
Hot Spots & Chrome Books (each counts as one Realia item)	1	45 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)
 - 2.1.2 If account is blocked due to lost or damaged item and fines/fees are under threshold, staff may assist with check-out.
- 2.2 False or invalid identification, address, or signature
- 2.3 Expired card status (See Library Card Policy, Section 9.0)
- 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 fiscal department. These issues must be cleared through the appropriate department.

Adopted by the Salt Lake County Library Board, January 30, 2006. Amended June 24, 2013. Amended February 23, 2014. Amended 08 December 2014 by the Salt Lake County Library Board of Directors. Amended 25 January 2016 by the Salt Lake County Library Board of Directors. Amended 22 June 2020 by the Salt Lake County Library Board of Directors. Amended 24 August 2020 by the Salt Lake County Library Board of Directors.