SALT LAKE COUNTY LIBRARY	Authorized By:	**Salt Lake County Library Board of Directors**	
	Subject:	**Library Borrowing Policy**	
	Effective Date	Version #	Revision Date
	January 30, 2026	9	August 25, 2025

Library Borrowing Policy

Policy Statement

The Salt Lake County Library (The County Library) is dedicated to ensuring equitable access to library materials and services for all patrons. To fulfill this commitment, the Library Board of Directors has established specific conditions for borrowing privileges, designed to support the timely return of materials or appropriate compensation for county assets. These guidelines outline item limits, loan periods, and the consequences for the loss of borrowing privileges.

Regulations

1.0 Item Limits

1.1 Item Limits based on Patron Code

The total number of items a library card holder is eligible to borrow depends on their Patron Code. Limits are as follows:

Patron Code	Item Limit
Adult	Maximum of 50 physical items at any one time
Juvenile (under 18)	Maximum of 50 physical items at any one time (Restricted from borrowing Library of Things materials)
Temporary	3 physical items (Restricted from borrowing Library of Things and Interlibrary loan materials) No restrictions for borrowing digital materials
Student	3 physical items (Restricted from borrowing Library of Things and Interlibrary loan materials) No restrictions for borrowing digital materials
Non-resident	Maximum of 50 physical items at any one time
Limited Use	Maximum of 5 items at any one time. No restrictions for borrowing digital materials (Restricted from borrowing Library of Things materials)

1.2 Item Limits and Loan Periods by Material Type

Within the limits defined by Patron Code, there are maximum limits for the number of items that can be borrowed of any one Material Type. Additionally, each Material Type has a specified loan period. Limits are as follows:

Material Type	Item Limit	Loan Period
Books	50	21 days
Books on CD	50	21 days

Compact Discs (music)	50	21 days
Magazines	50	21 days
DVDs & Blu-Ray	50	7 days
Library of Things (Chromebooks, Blood Pressure Monitors, Heart Health Kits, Therapy Lamps, Pasta Maker, etc.)	5 Library of Things in total	21 days
Library of Things (Launchpad Tablets, Telescopes, Storytime to go Kits, Preserve the Memory, Nature kits, GoPro Camera Kits, Memory Care Kits, etc.	5 Library of Things in total	7 days
eBooks & eAudio	10	21 days
eMovies & eMusic	5 per month (Does not include bonus borrows)	Movies (Varies, 2 3, or 7 days) Music Album (7 Days)
eMagazines	unlimited	Varies based on publication

2.0 Loss of borrowing privileges

A library cardholder's borrowing privileges will be blocked or invalidated under the following conditions:

2.1 Fines or fees exceeding the maximum threshold

The library card will be blocked if fines or fees exceed the threshold set in the Fines and Fees Policy, which may include charges for overdue, lost, damaged, or incomplete items.

- **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 the Fines and Fees Policy)

- **2.1.2** If an account is blocked due to a lost or damaged item and fines/fees are under the threshold, library staff can assist with check-out.

2.2 False or Invalid Identification, address, or signature

The use of false or invalid identification, address, or signature will result in the invalidation of the library card.

2.3 Expired card status

Library cards that have expired (See Library Account Policy, Library Cards-Expired) will result in the suspension of borrowing privileges.

2.4 Lost or stolen cards

A card reported as lost or stolen will result in the invalidation of borrowing privileges until the cardholder resolves the issue.

2.5 Collection activity

Accounts that are sent to collections, including those involving the County Attorney, bankruptcies, or returned checks, will be managed by the County Library's fiscal department. These issues must be cleared through the appropriate department to restore borrowing privileges.

2.6 Suspended Card Status

Library cards that have been suspended due to violation of the Library Use Policy. Cards that have borrowing privileges suspended may still access digital collections.

Authorized by
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Date to be reviewed: 2028