

WAUKESHA PUBLIC LIBRARY

POLICY: LOAN PERIODS AND LIMITS

Approved by Library Board: 12/12/19

Number: C-3

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PURPOSE

A core service of the library is the loan of materials to individuals in the community. The Library Director, working with staff, shall set loan periods and limits on the number of materials which can be borrowed for various collections appropriate for the proper use of materials. The Library Board of Trustees will ratify changes to loan periods and limits and will make all decisions on monetary fine amounts.

LOAN PERIODS

Items will be loaned for a period based on a balance between the item's popularity, time required to read, view, or use the item, and the need to have attractive materials in the library for browsing and circulation. The Library will make efforts to loan items for similar periods as other Bridges libraries for a consistent customer experience. Generally, items will circulate for 21 days.

LOAN LIMITS (per card)

In general, card holders can check out 125 total items per library card. The Library may limit library cards to allow few, or one, check out for certain items based on their popularity and the relatively few numbers of said items in the collection. Examples include but are not limited to laptops, WiFi hotspots, and Zoo Passes.