

# WAUKESHA PUBLIC LIBRARY

## POLICY: **LOAN PERIODS, LIMITS, RENEWALS, AND HOLDS**

Approved by Library Board: 3/13/25

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 patron experience.

### LOAN LIMITS (per card)

In general, card holders can check out 250 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 games, WiFi hotspots, Explore Passes, and Library of Things items.

### LOAN LIMITS (per card)

Most library materials may be renewed for three additional loan periods.

Items that may **not** be renewed are:

- Items with holds on them
- Items previously renewed three times
- Interlibrary loan items
- Lucky Day items
- Book Group kits
- Laptops
- Explore Passes
- Library of Things items
- Board games
- STEAM kits and literacy kits

Patrons can renew items at the Information Desk, by telephone, or online.

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### PLACING MATERIALS ON HOLD

Most circulating library materials are eligible to be placed on hold by any patron who has a library card. These materials include items in the online catalog and on order. Holds may **not** be placed on some items, such as laptops, bicycle locks, Explore Passes, and Lucky Day items.

Patrons may place their own holds using the catalog at the library or online. Alternatively, they can request, in person or over the telephone, that library staff place holds for them. A patron can have no more than 100 holds on their account at a time.

A patron who puts a hold on an item will receive notification as soon as a copy is available. Notifications will be sent by the method noted in the patron's account settings. It is the patron's responsibility to make sure their contact information is current. The held item must be claimed on or before the date designated on the notice, and may only be checked out on the card on which the hold was placed. Exceptions can be made in the case of a parent/guardian checking out their child's held item. If an item is not claimed, it will be offered to the next person on the hold list or returned to the collection if nobody is waiting.

The library reserves the right to suspend borrowing privileges for any patron who leaves excessive amounts of holds unclaimed.