

Bucks County Public Library

Circulation Services

LOAN PERIODS AND LOAN LIMITS

Policy Statement

Bucks County public libraries establish loan periods and loan limits to facilitate equitable access to library materials and information for Bucks County public library users. Loan periods and limits have been established to provide users with adequate time to use library materials and return them for use by others.

Regulations

A loan period is the total number of days that a user may keep a specific item.

A loan limit is the total number of items of a specific type that a user may have on loan at one time.

The standard loan period for library material is 21 days. Some high demand items have shorter loan periods, as indicated in the chart below.

	Loan Period	Loan Limit
Books	21 days	10
New books	14 days	5
Rental books	7 days	10
Paperbacks	21 days	20
Spoken books	21 days	5
Video recordings and games	7 days	5
Music recordings	21 days	10
Magazines	21 days	10
Non Book items	21 days	5

The library reserves the right to limit the number of items a user may check out within the same subject area.

At their discretion, designated staff may override these loan periods and loan limits.

Users may check out more than one copy of an item at the same time.

Library material is due on the date printed on the receipt issued at checkout. Library users may check the due date online through My Account available at www.buckslib.org or call the library during business hours.

Library material borrowed from a public library in Bucks County may be returned to any public library in Bucks County. Library material must be returned within the building itself or deposited in the library's official book-drop. The material will be checked in using the actual date returned and then sent to its owning library. Book drop returns will be recorded as though they were returned before midnight.

Material borrowed through an Interlibrary Loan transaction must be returned to the library where it was picked up.

Adopted by the Board of Directors January 20, 2009