

# CUSTOMER POLICIES

## LOAN PERIODS AND BORROWING LIMITS FOR LIBRARY MATERIALS

Board Policy:

**DATE REVIEWED: 01/26/2023**  
**DATE APPROVED: 01/26/2023**  
**EFFECTIVE DATE: 03/01/2023**  
**REPLACING POLICY EFFECTIVE: 11/07/2014**

Columbus Metropolitan Library (CML) establishes loan periods and other limits related to library materials to provide customers ongoing access to a diverse and popular collection and to limit the risk of lost, damaged or stolen materials.

Administrative Procedure:

**DATE APPROVED: 01/26/2023**  
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**EFFECTIVE DATE: 03/01/2023**  
**REPLACING PROCEDURE EFFECTIVE: 01/01/2022**

<b>MATERIAL</b>	<b>LOAN PERIOD</b>	<b>BORROWING LIMIT</b>
Books	21 days	50 items (books, magazines and other print items combined)
Magazines and other print items	7 days	
Audio books	21 days	30 items (audio books and music CDs combined)
Music compact discs	14 days	
DVDs and Blu-rays	14 days	20 items
Video games	7 days	2 items
WiFi Hot Spots	21 days	1 item
Culture passes	Set by cultural institution	Set by cultural institution
Digital content (eBooks, digital audio books, etc.)	Varies by content provider	Varies by content provider
Total (all material types)	N/A	117 physical items

The information above applies to materials checked out with a standard, full access library card. Borrowing limits and other terms and conditions related to Kids Cards, Educator Cards and other special card types are detailed in the Cardholder Registration and Account Access policy and procedure.

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Employees are expected to use their judgement to support CML's mission by adjusting loan periods and borrowing limits in appropriate circumstances.

## Holdings or Reserves

Customers may place holds (i.e. reserve materials) on up to 60 physical items at one time. In addition to this overall limit, holds by material type are also capped at varying limits.

## Renewals

Items checked out from the library will be automatically renewed if the renewal limit for the item has not been reached, the customer's account is in good standing and/or the item has not been requested by another customer. The number of renewals (i.e. the renewal limit) is set by the library that owns the item. CML's items that are not part of the Quick Pick collection can be renewed up to 10 times. Quick Pick items cannot be renewed.

## **Related Policies/Forms:**

- Access to Library Materials and Services
- Cardholder Registration and Account Access
- Fees for Library Materials and Services
- Interlibrary Loans
- Overdue, Lost, Damaged or Stolen Library Materials