

Loans, Renewals, and Reserves

Adopted by the Board of Trustees, November 13, 2013

In order to provide equal access to all library material, the Pittsburg Public Library has established loan periods for the collection, based on collection size and popularity.

Books, audio books, visual materials, music CDs, “Books to Go” kits, and magazines are checked out for 2 weeks and may be renewed twice if there are no “holds” on the item. Items in new (small) collections may be limited in number allowed per patron and renewals.

First time check-out is limited to four items. There is no limit on the total number of books that may be checked out, after the first time. DVDs are limited to ten titles per checkout after the first time. Video games are limited to five per checkout.

Books borrowed from other libraries in our consortium circulate like PPL books, unless the owning library requests limits.

Audiovisual equipment circulates for one week and may be renewed as needed, when available.

Reference material does not check out.

Patrons may place a reserve on any item that is checked out. An item placed on reserve cannot be renewed, so that it will be available for the patron reserving it.

Items checked out on a teacher’s card circulate for four weeks and may be renewed once. Teachers are asked to pick up their own material or may arrange for family members or team teachers to pick it up.

Institution cards are kept at the Circulation desk, and allow check-out for all designated users.

Walking Books is a service for homebound patrons. Library cards for Walking Books patrons are kept at the Circulation desk and all material is checked out for a four-week period with no overdue fines.

We will adjust the date due to accommodate any patron’s special circumstances, up to an additional two weeks. DVDs and books having “holds” are not eligible for vacation checkout.

Material may be renewed in person, by telephone, or electronically.

Staff privilege allows four-week checkout for all materials except DVDs and reserves, and charges no fines.

Procedures:

- Patrons are called when a reserve is ready for pick-up.
- Reserves are held at the desk for 4 days, then made available for the next patron waiting, or reshelfed.
- High volume demand items may be placed on one week checkout only. Those items will be held at the desk for only three days before being offered to the next patron waiting.
- The overhead projector and screen are stored in the west closet.

Guidelines:

- Because each cardholder is responsible for any books checked out on his/her card, we will check out material on the card that the patron offers. A block will flag any cards that have been reported missing or lost.
- The staff person who orders an item for the collection will determine if it should have one-week circulation and it will be so designated by technical processing.
- Staff four-week checkout privilege does not apply to ILL materials. The lending library sets the checkout period for ILL items.