



Public Library System

Loan Guidelines

Policy Statement:

Library users are assured of fair and equitable access to all library materials.

Regulations:

1. **Loan of materials:** There is a checkout limit of 50 items. NEW DVD movies check out for one week. Other NEW materials check out for two weeks and all other circulating materials check out for three weeks. All circulating materials have unlimited renewals if there are no outstanding requests.
2. **Suspension or revocation of borrowing privileges:** Section 20-20 of the Scottsdale Revised Code gives the Library Director the right to suspend or revoke borrowing privileges when fines are not paid, library material is not returned, or library policies are not followed.
3. **Equipment malfunctions:** The library is not responsible if a customer's equipment malfunctions when playing audio/visual materials borrowed from the library.

Procedures:

1. **Overdue Notices:** As a courtesy, the Library will notify customers with overdue materials. Notices are sent when materials are five and ten days overdue. When the materials are 21 days overdue, they are assumed to be lost and a bill is sent to the customer for the cost of the materials. A collections notice is sent when a customer has materials 48 days overdue and charges exceed \$25.00. These accounts incur a collection agency fee.
2. **Customer Requests:** Most circulating library materials may be requested. Customers will be notified by phone, mail or e-mail when the requested item is available. There is a limit of 20 requests per account.
3. **Library Staff:** Library staff members must check out all materials for personal use through circulation channels in accordance with the policies established for all library customers. Staff members are responsible for any fines or damage charges incurred.