



Temple Public Library

Policy: Loan Policy

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The Temple Public Library (TPL) sets loan periods and loan limits to provide customers with fair and reasonable access to the library's resources. The Temple Public library sets limits on the length of time that an individual can keep a specific type of material to distribute limited resources such as audio-visual materials in a fair way. The limit also reflects the fact that it takes more time to utilize some types of materials than others.

Definitions

- A **loan period** is the total number of hours, days, or weeks that one customer can keep a specific item.
- A **loan limit** is the total number of items of a specific type or total value that any one customer can have on loan at one time.

Loan Periods

- Books and magazines: 21 days
- DVD/Blu-ray/TV Series: 14 days
- Music CDs: 21 days
- Audiobooks: 21 days
- Board Games: 21 days
- Kits: 21 days
- Reference books circulate at the discretion of the department supervisor

The length of time or number of items that customers may keep items of a certain type (holiday books, books on specific subjects or by specific authors, for example) may be temporarily reduced at the discretion of the department supervisor or Library Director.

Loan Limits

The material loan limits exist to enable fair access to the Library's resources. Customers are limited to borrowing up to 50 physical items. Limits per item type are as follows:

- 50 Books
- 10 DVD/Blu-Ray/TV series
- 10 Music CD's
- 10 Audiobooks
- 3 Playaway's
- 3 Kits
- 10 cloudLibrary Items at a Time
- 3 Board Games

Loan periods on any material may be extended at the discretion of the circulation supervisor, who may consult with other department supervisors to determine the need for the item to be returned.

When the due date falls on a holiday for which the library is closed, the loan period will be extended until the next day that the library is open.

All borrowed materials must be returned to an agency of the Temple Public Library which includes the Bookmobile. Items returned to a non-TPL library will accumulate overdue fines until the item is returned to an TPL library and discharged.

Items may be returned to the circulation desk, to the exterior drop box, to the interior drop box, or to the Bookmobile.

When the renewal limit has been reached, it is the customer's responsibility to return the item or incur a fine.

Items that fulfill a customer reserve will not be renewed and must be checked in for the next customer who is in line for the reserve. Extensions on materials with reserves will be deferred to the circulation supervisor.

Fines and Fees

When materials owned by the City of Temple and provided on loan by the Temple Public Library are damaged, late, or not returned, TPL will assess fines and fees to repair or replace items.

Fines

Fines are assessed by item type. Fines are assessed at a daily rate for items that are not returned on time. Fines typically stop accruing once they reach the price of the item itself. For DVD/Blu-Ray/TV Series, the maximum fine is \$10.00

- Books: \$0.10/day
- Test Books: \$0.10/day
- DVD/Blu-Ray/TV Series: \$0.10/day
- Kits: \$0.10/day
- Board Games: \$0.10/day

Fees

Fees are assessed for items that are damaged or lost by customers. If items are damaged beyond repair or they are lost, the full replacement price of the item will be assessed and charged to the customer's account. In addition to the price of the item, a \$10.00 processing fee will also be charged to the customer's account.

Fines and fees can be waived at the discretion of the Library Director or appointed staff.