



CIR-3 - Loan Periods and Loan Limits

Effective: December 20, 2022

Supersedes: August 10, 2022, March 1, 2022, October 13, 2021, May 12, 2021, September 8, 2020, August 12, 2020, September 16, 2019, April 10, 2019, October 11, 2017, April 8, 2014, March 11, 2014, September 9, 2009, July 12, 2005, August 5, 1994

Policy Statement As part of its public service mission of meeting the educational, recreational, and informational needs of its customers, the Camden County Library has established loan periods and limits to facilitate the circulation of library materials in an efficient and equitable manner.

Regulations:

1. Requirements for borrowing:

1.1. The customer must present a library card that is valid through the end of the loan period for which the material is being borrowed

1.2. In the absence of a library card, a registered customer may borrow materials upon presentation of a photo ID or two forms of identification bearing a current mailing address that agrees with the address that appears in the customer's record in the library's database

2. Limits to borrowing:

2.1. Up to 100 items may be borrowed on a single card

2.2. The following classes of materials have special borrowing limits:

2.2.1. DVDs and Music CDs: 15 items per card per transaction

2.2.2. Grab & Go – two (2) books and/or DVDs per card per transaction

2.2.4. Materials designated as reference do not circulate.

2.2.5. Newspapers, newsletters, and magazines designated as reference do not circulate.

2.2.6. Museum Passes – one (1) pass per household at a time

2.2.7. Portable chargers – one (1) per library card at a time

2.2.8. Ukuleles – one (1) per library card at a time

2.2.9. Mobile hotspots – one (1) per household at a time

- 2.2.10 Chromebooks – one (1) per household at a time
- 2.2.11 Board Games – two (2) per household at a time
- 2.2.12 Squishy Circuits – two (2) per household at a time (only available for loan in conjunction with library-sponsored virtual programming)
- 2.2.13 In-house iPads – one (1) per household at a time
- 2.2.14 Tech Take-Out Equipment: Laminators, Conference Webcams, Portable Projectors, Document Scanners, Photography Lighting Kit, Plug and Play USB Microphones, Universal Smartphone Vlogging Kits, and Ring Light Kits-one (1) each per household at a time.
- 2.2.15 Wonderbooks—four (4) per household at a time

3. Loan periods for borrowing:

- 3.1 Books and audiobooks - 21 days
- 3.2 Grab & Go books - 7 days, no renewals
- 3.3 Grab & Go DVDs - 3 days, no renewals
- 3.4 DVDs and CDs - 7 days
- 3.5 DVD sets with three or more volumes – 21 days
- 3.6 Adult magazines - 7 days
- 3.7 Juvenile magazines - 21 days
- 3.8 Interlibrary loan materials - 21 days, no renewals
- 3.9 Bulk loans for non-profit institutions - 3 months (see Policy CIR-12)
- 3.10 Book Club in a Bag – 8 weeks, no renewals
- 3.11 Museum passes – 4 days, no renewals
- 3.12 Portable chargers – 2 hours
- 3.13 Ukuleles – 8 weeks, no renewals
- 3.14 Mobile hotspots – 4 weeks, no renewals
- 3.15 Chromebooks – 14 days, no renewals
- 3.16 In-house Chromebooks – 2 hours in-building use, no renewals

- 3.17 Chromebooks for loan to students and tutors who are registered with the Literacy Volunteers of America-Camden County program— 3 months
- 3.18 Tech Take-Out equipment: Laminators and Portable Projectors—4 hours in-building use, no renewals
- 3.19 Tech Take-Out equipment: Conference Web Cams, Document Scanners, Photography Lighting Kits, Plug and Play USB Microphones, Universal Smartphone Vlogging Kits, and Ring Light Kits—14 days, no renewals.
- 3.20 Board Games – 7 days, 2 renewals
- 3.21 Squishy Circuits – 21 days, no renewals
- 3.22 In-house iPads – 2 hours in-building use, no renewals
- 3.23 Wonderbooks—21 days

4. Return of materials:

- 4.1 All materials must be returned in the condition in which they were borrowed. Allowance for normal wear and tear will be made.
- 4.2. Except for museum passes, portable chargers, ukuleles, mobile hotspots and Chromebooks, materials may be returned to any branch of the Camden County Library System and the Camden County College Libraries.
- 4.3 . All materials are discharged as of the day that they are returned.
 - 4.3.1. Materials accumulated while the Library is closed will be discharged as of the last day the building was open plus a one-day grace period.
 - 4.3.2. When national health organizations or local health departments recommend quarantine of returned materials, all returned materials will be discharged after the recommended quarantine period is complete.
- 4.4 Board games and Squishy Circuits, and all Tech Take-Out equipment listed in this policy must be returned to a public service desk during open library hours.