

# Circulation Schedule

**APPROVED BY:** Board of Library Trustees

**APPROVAL DATE:** August 25, 2022

**EFFECTIVE DATE:** August 29, 2022

**NEW ( ) REVISED (X)**

Allen County Public Library borrowers have all privileges with the exception of those noted in table below.

Customer Card Types Borrowing Privileges		
Customer Card Type	Description	Borrowing Limitations
Adult	In-county residents age 18 and older  Must be renewed every five years.	
Teen	In-county residents between the age of 12 and 17  Must be renewed at age 18.	Cannot borrow: <ul style="list-style-type: none"> <li>• Rated-R material.</li> <li>• 3-Day Equipment.</li> </ul>
Child	In-county residents up to the age of 11  Must be renewed at age 12.	Cannot borrow: <ul style="list-style-type: none"> <li>• Rated-R material.</li> <li>• 3-Day Equipment.</li> <li>• 7-Day Equipment.</li> </ul>
eCard	Individuals without permanent residence who reside in Allen County.  Must be renewed every five years.	Cannot borrow physical materials.
Homestead	Individuals who reside outside of Allen County but own property within the county.  Must be renewed annually.	Anyone under the age of 18 cannot borrow: <ul style="list-style-type: none"> <li>• Rated-R material.</li> <li>• 3-Day Equipment.</li> </ul>
Subscription	Individuals who live outside of Allen County.  Must be renewed annually.	Cannot access eResources remotely or access services such as Overdrive, Hoopla, and Freegal. Anyone under the age of 18 cannot borrow: <ul style="list-style-type: none"> <li>• Rated-R material.</li> <li>• 3-Day Equipment.</li> </ul>

Public Library Access Card	Out of County, Indiana residents  Must be renewed annually.	Cannot access eResources remotely or access services such as Overdrive, Hoopla, and Freegal. Anyone under the age of 18 cannot borrow: <ul style="list-style-type: none"> <li>• Rated-R material.</li> <li>• 3-Day Equipment.</li> </ul>
Corporate	Corporate entities that are located or own property within Allen County.  Must be renewed every five years.	
Genealogy	Out of county Genealogy Department users.  Must be renewed every five years.	Cannot borrow physical materials, access eResources remotely, or access services such as Overdrive, Hoopla, and Freegal.

### Loan Periods and Limits

- New customers who do not provide proof of residency at the time of registration are limited to six items of any format at one time until their permanent residence is verified via mailed postcard or they bring in other mail as proof of residency.
- Customer borrowing of physical material privileges are suspended when the fine limit of \$15.00 or more is reached. Customer must pay enough to be below the threshold to have privileges restored.
- The Library establishes standard Loan Periods and Borrowing Limits based on material type.
- Most borrowed materials may be renewed up to five times unless there is a hold on the item for another customer or the item is an Express item or Equipment. 3-Day Equipment **cannot** be renewed.

Loan Periods and Borrowing Limits		
Material Type	Loan Period	Borrowing Limit
Books	21 Days	No Limit
Magazines	7 Days	No Limit
Music CDs	21 Days	25
Video Games	21 Days	6
DVD/Blu-ray	7 Days	20

Board Games	7 Days	10
In-house Use	1 Day	No Limit
3-Day Equipment	3 Days	No Limit
7-Day Equipment	7 Days	No Limit
21-Day Equipment	21 Days	No Limit
Interlibrary Loan (ILL)	Determined by owning library	5 active requests

### **Holds**

As a service to customers, the Library allows holds to be placed on most items. This ensures that customers will have access to an item once it is available.

- To ensure timeliness and efficiency in the holds service, the Library limits the number of active holds an individual may have at one time. This limit is reviewed regularly.
- The act of placing a hold on an item does not guarantee availability of the item within a specific timeframe.
- Customers can expect to wait a few days on available items before they are ready for checkout due to processing and delivery.
- Customers cannot place holds on In-house Use or 3-Day Equipment materials.