

	Authorized By:	Salt Lake County Library Board of Directors	
	Subject:	Borrowing Privileges Policy	
	Effective Date	Version #	Revision Date
	January 30, 2006	7	August 24, 2020

Policy Statement

Salt Lake County Library Services (The County Library) is committed to providing equitable access to library materials and services to library patrons. To fulfill this commitment, the Library Board of Directors establishes conditions for borrowing privileges to ensure the return of materials or compensation for county assets.

Regulations

1.0 Item Limits

1.1 Item limits due to Borrower Type

The total number of items a library card holder is eligible to borrow is dependent upon the Borrower Type. Borrower type limits are:

Borrower Type	Item Limit
Adult	Maximum of 50 items at any one time
Child, under age 18	Maximum of 50 items at any one time
Temporary	Three items-Restricted from check out of Miscellaneous items
Student Card	Three Items
Non-resident	Maximum of 50 items at any one time
Limited Use	Maximum of 5 items at any one time

1.2 Item limits and loan periods by Item Type

Maximum limits (within eligible limits due to Borrower Type) are placed upon the number of items of any one Item Type a library card holder may borrow at one time.

Loan periods are determined by Item Type. Item Type limits and Loan Periods are:

Item Type	Item Limit	Loan Period
Books	50	21 days
Books on CD	50	21 days
CD/Book Combo	50	21 days
Compact Discs (music)	50	21 days
DVDs & Blu-Ray	50	7 days
eAudiobooks	10	21 days
ebooks	10	21 days
Magazines	50	21 days
Miscellaneous Items (non-traditional library items such as telescopes, Preserving Memories equipment, etc.)	5	7 days
Hot Spots & Chrome Books (each counts as one Miscellaneous item)	1	21 days

2.0 Loss of Borrowing Privileges

The following conditions will “block” or “invalidate” a library card:

2.1 Fines or fees over the maximum amount threshold set in the Fines and Fees Policy.

2.1.1 Fines or fees are accrued on items that are not returned or renewed by the due date, lost items, damaged items, or items with missing parts. (See [Fines and Fees Policy](#))

2.1.2 If account is blocked due to lost or damaged item and fines/fees are under threshold, staff can assist with check-out.

2.2 False or invalid identification, address, or signature

2.3 Expired card status (See [Library Account Policy](#), Section 8.0)

2.4 Card reported lost or stolen

2.5 Collection activity

2.5.1 Accounts sent to the County Attorney, bankruptcies, and returned checks are handled through the Salt Lake County Library Services fiscal department. These issues must be cleared through the appropriate department.

Authorized by

Approved by the Salt Lake County Library Board of Directors, January 30, 2006.

Revised and approved by the Salt Lake County Library Board of Directors, June 24, 2013.

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Reviewed by Policy & Procedures Committee, May 19, 2022.

Date to be reviewed: 2027