

Limits on Number of Items Checked Out - August 25, 2014

Policy Statement:

The Tuscaloosa Public Library is committed to serving all residents of Tuscaloosa County with excellent service that includes the ability to check out library materials for personal use. The Tuscaloosa Public Library is also committed to being a good steward of its resources as it serves the public. The limits on the number of items checked out at one time per patron assigned to different media and patrons are designed to provide the best service for a varied clientele.

Regulations:

Patrons with newly issued library cards at all locations: Three items may be checked out by a patron with a newly issued library card the first time the card is used. When the items checked out on the initial visit are returned, the patron may borrow the number of items as indicated below.

Patrons using the Main library and branches:

Patrons may have 20 books, 6 books on CD, 6 music CDs, and 6 DVDs, 2 Video Games, and 2 Quick Picks checked out at the same time.

Patrons using Courtesy Cards:

Individuals living in temporary residences in Tuscaloosa County may get a Courtesy Card (see library card guidelines). The Courtesy Card entitles the patron to full computer privileges, and the ability to borrow up to 3 books, 2 DVDs and 1 Book on CD.

Patrons using the bookmobile:

Bookmobile teachers (teachers at schools and childcare centers visited by the bookmobiles) may have 40 books, 6 books on CD, 6 music CDs, and 6 DVDs checked out at the same time.

Students at bookmobile school stops may have only 3 items. These limits only apply to materials circulated from the bookmobile.

Interlibrary loan libraries:

Books on tape or CD, music CDs, video tapes and DVDs are not lent to libraries. Individual patrons may only have 3 ILL books requested at one time.

Interlibrary Loan (ILL) is a service that allows you access to books and periodical articles not available in the Tuscaloosa Public Library system. We borrow these items for you from other libraries with which we have borrowing agreements at no cost to you.

Patrons are limited to 3 active requests, including items checked out or in process. Once checked out, these items count as part of your 20 book check out limit. We do not borrow books published within the past year or any audio-visual materials. This includes audio books on CD, cassettes, DVDs, Blu-rays, or musical CDs. We also are unable to borrow books classified as juvenile or children's materials by the lending library.

To be eligible to receive ILL materials you must have an up-to-date library card, no fines above \$1.00 and no overdue items on your account.

Most requests are filled in one to three weeks. However, it may take much longer for certain items, and some items may be unavailable. A staff member will notify you by the contact method you have chosen when the item arrives, if more information is needed, or if the item is not available.

Books may be picked up and returned at the main branch reference desk, the main desk of Brown and Weaver Bolden, or the Bookmobile. Please specify the pickup location in the request form. ILL books should not be placed in the book drop at any branch.

Loan periods vary depending on the lending library. Please contact the library at least two days before your due date if you would like to renew your item.

Please contact the ILL Department at (205) 345-5820 or tuscaloosail@gmail.com for renewals, requests or any questions you may have.