Library Staff Policy
Date Policy Approved by the Board of Trustees: October 11, 2016 
Date Procedure Approved by Executive Director: December 10, 2019
Subject: Loan Periods

Policy

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 use at home, at work, or in other locations. The Tuscaloosa Public Library is also committed to being a good steward of its resources as it serves the public. The loan periods assigned to different media and patrons are designed to provide the best service for a varied clientele.

Procedure

The following regulations are based on the location and type of service offered.

A. Loan Periods for the Main and Branch Libraries
   - Books, books on CD, music CDs, and VOX™ talking books: 21 days plus 2 renewals for an additional 21 days each, unless the item has been requested by another patron
   - DVDs: 7 days plus 1 renewal for an additional 7 days, unless the item has been requested by another patron
   - Quick Pick DVDs, Quick Pick Books, and wireless hotspots: 7 days, no renewals, no transfers
   - Please note: Items that have been requested by another patron cannot be renewed.
     o If another patron has requested a book, book on CD, music CD, or VOX™ talking book at the time of checkout, the initial loan period is reduced to 10 days with no renewals.
     o If another patron has requested a DVD at the time of checkout, the loan period is 7 days with no renewals.

B. Loan Periods for Bookmobile and Books-by-Mail
   - Books, books on CD, and music CDs: 28 days plus 1 renewal for an additional 28 days, unless the item has been requested by another patron
   - DVDs: 14 days plus 1 renewal for an additional 14 days, unless the item has been requested by another patron
   - Please note: Items that have been requested by another patron cannot be renewed.
     o If another patron has requested a book, book on CD, or music CD at the time of checkout, the initial loan period is reduced to 14 days with no renewals.
     o If another patron has requested a DVD at the time of checkout, the loan period is 14 days with no renewals.
C. Loan Periods for Libraries Requesting Interlibrary Loans
   - Books: 28 days plus 1 renewal for an additional 14 days, unless a Tuscaloosa Public Library patron has requested the item.
   - Books on CD, music CDs, DVDs, juvenile or children’s material, and books published within the last year are not lent to other libraries.

D. Holds
   - A Hold may be placed on any circulating item except for Quick Pick DVDs and Quick Pick books.
   - The Hold limit is 5 items per patron.
   - Requested items will be held 4 days.
   - Patrons will be notified that their Hold is ready for pick up by email, text message, or phone. The staff at the Circulation desk can assist in setting up or changing a patron’s notification preference.
   - Items not checked out by the end of the 4-day period will be made available to the next patron on the Hold list or will be placed back in circulation.