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 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 a patron may check out at one time as well as the limits assigned to different media and patron types are designed to provide the best service for a varied clientele.

Procedure

A. New Library Card Loan Limit
   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.

B. Loan Limits for Main Library and Branches
   Patrons may check out the following number of items:
   - 40 books
   - 10 DVDs
   - 10 books on CD
   - 10 music CDs
   - 4 Quick Picks (includes books and DVDs)
   - 4 VOX™ talking books
   - 1 wireless hotspot
   - **79 items total**

C. Courtesy Card Loan Limits
   Individuals living in a temporary residence in Tuscaloosa County may get a Courtesy Card (see library card procedure). The Courtesy Card entitles the patron to full computer privileges and the ability to borrow the following number of items:
   - 3 books
   - 2 DVDs
   - 2 Music CDs

D. Interlibrary Loans and Limits
   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 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 40 book checkout limit. The following items are not lent to libraries through the interlibrary loan program:

- Books on CD
- Music CDs or cassettes
- DVDs and Blue-rays
- Books classified as juvenile or children’s material
- Books published within the past year

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 1-3 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 and speak with a reference librarian 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 tuscaloosaill@gmail.com for renewals, requests, or any questions you may have. You may visit http://www.tuscaloosa-library.org/departments/reference/interlibrary-loan/ to fill out an ILL request yourself.