

**Category:** Public Service  
**Policy Number:** 4-3  
**Policy Name:** Loan Periods and Limits

**Purpose:**

To describe the rationale for loan periods and limits and to outline the most common of these.

**Policy:**

Loan periods and limits are established to provide fair and equitable access to library materials. Privileges such as renewals offer the benefit of longer use of library material. Such privileges are reduced when items are in high demand.

Loan periods and limits are determined by the combination of the type of membership and kind of material. For example, Visiting Library Service customers are given longer loan periods. In general, most memberships have the following loan periods and limits.

Kind of Material	Loan Period	Limit Per Card	Renewals*
Books & Magazines	21 days	100 (max. of all items/card)	2
Books – High Demand	14 days	100 (max. of all items/card)	2
Books – Fast Reads	7 days	2 (max. of all items/card)	0
Kits	21 days	100 (max. of all items/card)	2
Compact Discs	21 days	100 (max. of all items/card)	2
Compact Discs – Seasonal, High Interest	7 days	100 (max. of all items/card)	1
Recorded Books	21 days	100 (max. of all items/card)	2
Daisy Recorded Books**	42 days	100 (max. of all items/card)	1 (3 week renewal)

**Policy 4-3 Public Service - Loan Periods and Limits**

DVDs (Adult & Children)	14 days	100 (max. of all items/card)	2
DVDs – FastView	7 days	3	0
DVDs – Special, TV Series	21 days	50 (max. of all items/card)	2
Children’s Recorded Books	21 days	100 (max. of all items/card)	2
Board Games	7 days	5	1
Parks and Museum Passes	7 days	1	0
Wifi Hotspots	14 days	1	0
Children’s iPads	½ hour loan for in-library use	1	0
Vox and Playaway Books	21 days	3	2
Basketballs	3 hours	1	0
Laptops	3 hour loan for in-library use	1	0

\* Renewals may be blocked in the following situations: the maximum number of renewals has been reached; the item has outstanding holds; or there are outstanding charges totaling \$20.00 or more on the customer account.

\*\* Daisy Recorded Books are talking books for library users with print disabilities. They can be borrowed by Waterloo Public Library users who register with the Library for Centre for Equitable Library Access (CELA) service.

### Document Record:

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