3.2 Loans

A. Purpose: To enable access to library circulating collections with appropriate procedures in place to protect the integrity of library collections and maximize customer satisfaction.

1) The borrower assumes responsibility for damage to and/or loss of any library materials checked out to his/her account.

2) Late fees are assessed for material kept beyond regular loan periods.

B. All circulating library material including books; devices; audiovisual materials; and formats for downloadable use are available for loan to individuals holding New Hanover County Public Library cards.

1) Reference materials and items in library special collections are available for use only within library facilities.

2) Material is loaned to qualified library cardholders who present a library card or photo ID. Material may not be checked out without a library card unless staff can easily validate an individual’s identity.

3) Borrowing privileges are conditional upon adherence to library regulations, the return of library materials, and not exceeding maximum fine limits.

4) Items that have not been requested may be renewed two times.

5) Rental and Interlibrary Loan fees are paid prior to check out.

C. Loan periods vary depending on collection size, format, customer demand, and patron type.

1) Loan periods vary from 3 days to 3 weeks, depending on availability and format.

2) Up to 25 items may be on loan to a cardholder at any one time. Limits may apply to individual collections based on demand and availability.

3) All new borrowers are restricted to a two-item checkout limit for first time use.

D. Designated staff may authorize exceptions to the above policy.