



## Borrowing Policies September 2022

The County of San Luis Obispo Public Libraries loans materials free of charge.

### Loan Periods

- Print material, music CDs, audiobooks, Launchpads, Internet Hotspots, Chromebooks, and Maker Kits are loaned for 21 days.
- DVDs and Blu-rays are loaned for seven days; DVDs with three or more discs are loaned for 21 days.
- Hotspot/Chromebook bundles are loaned for seven days.
- EBooks and eAudiobooks are loaned for 21 days.
- Kanopy online videos are loaned for up to three days.
- Hoopla online videos are loaned for up to three days.
- Hoopla online music is loaned for up to seven days.
- "Library Use Only" materials must be used in the Library.

### Account Item Limits

- Up to 99 items may be checked out to an account.
- Up to three Launchpads may be checked out to one account.
- One Internet Hotspot or Family Friendly Internet Hotspot may be checked out to one account.
- One Hotspot/Chromebook bundle may be checked out to an account.
- One Maker Kit may be checked out to an account.
- Up to 10 eBooks and/or eAudiobooks may be checked out to an account on Libby/OverDrive and cloudLibrary.
- Up to five online videos may be borrowed from Kanopy per month.
- Up to five items may be borrowed from Hoopla per month.

### Renewals

An item may automatically renew up to five times if the item is not on hold for another customer; eBooks and eAudiobooks may renew once if the item is not on hold for another customer.

## Returning Materials

Materials can be returned to any County of SLO Public Libraries branch. All County of SLO Public Libraries have book drops for use when branches are closed.

In the interest of service, equity, and access we ask that you return your items on time. We do want all items back and other people may be waiting. The [Materials Recovery](#) policy states how overdue accounts are handled. If you repeatedly do not return materials within the allotted time, we may temporarily suspend your account for up to 6 months or limit the number of items you can have checked out to 5 items. When your account is suspended you cannot check out physical materials like books or DVDs or access some of our services.

## Fines and Fees

The County of SLO Board of Supervisors approves fines and fees for County of SLO Public Libraries.

- Fees are charged for lost and damaged items and for special processing services.
- Fines and fees rates may vary by types of materials
- Borrowing privileges may be suspended when fines/fees are owed.
- Patrons with an outstanding balance of \$40 or more are referred to an outside collections agency.

