

Pathways Resource Library Policy:

Loan Periods, Limits and Renewals

1. Purpose

This policy establishes clear and consistent criteria for loan periods, renewals and limits for the number of items in circulation allowed per patron.

2. Scope

This policy defines the time periods for which different kinds of library materials can be checked out. It establishes limits for the quantity of materials that each patron is allowed and whether or not they can be renewed.

3. Background

Within the Pathways Library system, the loan periods for materials have not always been consistent between regions. Loan limits have also not been enforced, often causing materials to be chronically overdue. This policy will bring consistency between regions and establish policy that is simple to understand and easy to remember.

4. Definitions

Loan Period – A set amount of time that a particular material is checked out.

Loan Limits – The number of items that a patron is permitted to have checked out at one time.

Renewal – Extending the loan of a material for another loan period.

Fixed due date – This is a due date of the last day of the current school year.

5. Policy

Loan Periods

- Textbooks that are checked out between 8/1 and 5/31 will have a fixed due date.
- Textbooks that are checked out in June will be due on 9/30.
- CD's, DVD's or manipulatives that are used with a textbook will have a fixed due date.
- CD's and DVD's that are not used with a textbook will be checked out for a 45 day loan period.
- All other books and enrichment materials will be checked out for a 90 day loan period.

Loan Limits

	Texts	Regular	Class Set Text	Class Set Regular	Science Kits
Classified	10	10	5	5	3
Faculty	50	50	5	5	3
Student	10	10	5	5	3

	CD	CD s with text	DVD	Language Manipulative	Math Manipulative
Classified	3	5	3	3	3
Faculty	3	5	3	3	3
Student	3	5	3	3	3

- The maximum number of items that a classified staff may have checked out is 30.
- The maximum number of items that faculty may have checked out is 130.
- The maximum number of items that a student may have checked out is 30.

Renewal of Materials

- Any item without a fixed due date may be renewed one time on or before the due date providing a hold is not pending on the item.

6. Procedures

Not applicable at this time.

7. Verification/Authorization/Approved by

Author: Pathways Charter School Regional Library Staff, 2014

Reviewed and approved by: Library Staff and Supervising Area Coordinator.

Approved by: Admin and Executive Director

8. Revision

Original date: January 20, 2015

Approval date: June 16, 2015

Revised: