

Cumberland County Library System

Circulation Policy

General Materials

Circulation Period

(Creation & revision: 1/27/97; 1/26/98; 7/20/98; 9/21/98; 1/24/2000; 8/21/2000; 1/26/2001; 6/15/2009; 3/15/2010; 8/16/2010; 5/21/2012; 11/18/2013; 4/21/2014; 6/15/2015)

The basic loan period for most library materials is fourteen days with three renewals. Renewals are not available when materials are requested by other patrons. Exceptions are listed below:

Item Type	Loan Period	Number of Renewals
Video Recordings	7 days	3
Professional Collection	28 days	3
Interlibrary Loan (from library)	Set by Lender	Set by Lender
Reference Materials ¹	1 day	Library's Discretion
Circulating Reference ²	3 days	Library's Discretion

The number of items available for loan may be limited due to the library's collection size and circulation demands. In general, card holders are limited to 25 video recordings and up to 100 total items (including 25 video recordings) per account.

Additionally, at selected libraries, some card holders may be granted additional lending privileges on basic library materials (exceptions as noted):

Borrower Type	Loan Period	Number of Renewals
County Prison	7 days	0
Educational Support: Home School Services	28 days	0

¹ At the discretion of the librarian, non-circulating reference materials may be borrowed overnight.

² Some reference materials (older or duplicate editions of encyclopedias, almanacs, etc.) may be designated by item type as circulating reference materials. These items are loaned for three days.

Borrower Type	Loan Period	Number of Renewals
Educational Support: Teacher Services	28 days	0
Educational Support: School Deposit Collections	28 days	0
Interlibrary Loan	35 days	Library's discretion
Library Use (Internal)	42 days	1
STAR: Homebound	See STAR Policy for all exceptions	
STAR: Self-Service	See STAR Policy for all exceptions	
STAR: Sites	See STAR Policy for all exceptions	

Video Recording Rental Collection

(Creation & revision: 11/18/2013)

A popular video recording rental collection ("Fast Track Films") supplements the regular circulating collection. A video recording in this collection may be rented for 3 days for \$2. Items may not be requested or held for customer pick-up. Items may not be renewed. If rental collection items are overdue, standard fine rates and collection procedures are applicable.

Extended Loans (Vacation Loans)

(Creation & revision: 8/18/97; 12/15/08; 3/15/2010)

Extended loans (also known as vacation loans) may be requested for periods no longer than six weeks for materials that are not in high demand. Video recordings and electronic games are generally not available for extended loan periods.

Library staff members are only eligible for extended loans on their personal card when authorized by a supervisor at the library owning the material.

Policy Notice

This policy is subject to change at any time without notice. Updates to the policy may be obtained from the Library System