

OP-A02	BORROWING PERIODS & LIMITS		
APPROVED	19 January 2022	EFFECTIVE	2006
AMENDED	2006, 2011, 2016, 2021	NEXT REVIEW	2026

1. PURPOSE

This schedule provides details about the loan periods and borrowing limits put in place on Library material to ensure equitable access.

2. CIRCULATING COLLECTIONS

a. Circulating collections can take a variety of physical or digital formats.

b. Types of Formats

- i. **Audio-Visual** – This includes physical non-print items such as audiobooks, music recordings, videos, and kits consisting of print and audio-visual components.
- ii. **Digital Collections** – These are items in digital format available for download, streaming or on-demand access through digital services subscribed to by the Library. Formats include, but are not limited to: e-books, digital audiobooks, digital magazines, streaming videos and music, subscription-based informational resources, and online learning platforms.
- iii. **Library of Things** – This includes physical items that do not fall in the first two categories and that members can borrow for use outside the Library. This includes electronic equipment, non-electronic items, and kits consisting primarily of electronic and/or non-electronic components.
- iv. **Print** – This includes physical items such as regular and large print books, and magazines.
- v. **Special Collections** – These include items that are made available through the Library by special arrangement with other organizations and have lending restrictions that may be set by these partners.

3. NON-CIRCULATING COLLECTIONS

- a. These are physical print and audio-visual items that individuals may normally access only within the Library.
- b. These items are available for anyone who visits the Library to use in-house.
 - i. Upon special request to the Chief Librarian or designate, a member may loan such items for short periods. A decision on whether to loan such an item will be made on a case-by-case basis and in no way sets a precedent for future requests.
- c. Permanent non-circulating collections are: Reference, Local History and Newspapers.

4. LOAN PERIODS

- a. The standard loan period for circulating material is 21 days.
 - i. Non-standard loan periods may be established for certain types of material. Such material may be identified by:
 - ◆ placing it in a separate collection,
 - ◆ a label on its cover or spine,
 - ◆ verbal or written direction provided by a Library employee, or
 - ◆ some combination thereof.
- b. The loan period, or other borrowing privileges, may vary for circulating collections depending on criteria set to ensure a greater level of general access. These criteria include, but are not limited to:

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- ◆ Recent acquisitions
- ◆ High demand titles, items or topics
- ◆ Items related to a temporary display or new collection
- ◆ Access restricted by law
- ◆ Format

c. Loan periods based on material and/or membership type are set out as follows:

Collection/Member Type	Loan Period
Circulating Collections	
Regular & Newly Acquired Items	21 days
High demand items (Rapid Reads)	3 or 7 days
Current magazine issue	In-house use only
Library of Things items	Varies between 3 and 21 days depending on item Not available to BC OneCard members.
Special collections	Varies based on material and/or item. Not available to BC OneCard members.
Video rated 'Restricted'	Not available to Juvenile or Young Adult members.
Non-Circulating Collections	In-house use only
Digital Collections	Varies depending on content provider. Not available to BC OneCard members.
Interlibrary Loans	Set by lending library. Not available to BC OneCard or 3-month non-resident members.
Homebound Member	35 days
Institutional Member	Up to 91 days

- d. Members can request extended loan periods for regular items under special circumstances. Library employees will decide on a case-by-case basis whether to extend the loan period.
- i. BC OneCard members cannot request extended loan periods.
- e. **Public Access Computers**
- i. 2 hours of public access computer time per day is provided to all Library users. Users who are not Library members can get a guest pass at the Information or Welcome Desk.
- ii. Users can purchase additional time on a public access computer depending on availability.
- iii. Idea Lab equipment is not part of the public access computer pool, and is subject to different user criteria and time limits.
- ◆ Idea Lab equipment can only be used by Library members who have received training on how to use the equipment.

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5. BORROWING LIMITS

- a. Members may borrow material from circulating, digital and special collections as follows:

Member/Collection Type	Borrowing Limit
Resident member	40 items
Low Barrier member	2 items
Institutional member	60 items
BC OneCard member	20 items
Non-Resident member	40 items
Digital Collections	Set by content provider. Not included in member borrowing limit. Not available to BC OneCard members.
Library of Things & Special Collections	Varies based on type of item. Included in regular borrowing limit. Not available to BC OneCard members.
Interlibrary Loan material	10 items Included in regular borrowing limit. Not available to BC OneCard and 3-Month Non-Resident members.

- b. BC OneCard members may only borrow print and audio-visual material that is available in the Library at the time of their visit.

6. REQUEST LIMITS

- a. Resident and non-resident members may request that circulating material currently on loan, except specially designated material, be held for them upon its return to the Library.
- i. BC OneCard members cannot place requests for items currently on loan or make interlibrary loan requests.
- b. The Library sets the maximum number of active requests a member may have at any one time to ensure equitable access to material.
- c. Members may place requests on circulating, digital and special collections as follows:

Collection Type	Request Limit
Circulating Collections	
Regular material	25 items
Newly acquired material	25 items
High demand items (Rapid Reads)	No requests allowed.
Digital Collections	Set by content provider. Not part of regular material request limit.
Library of Things & Special Collections	Varies based on type of item. Included in regular material request limit.

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	Not available to BC OneCard members.
Interlibrary Loan material	10 items Not part of regular material request limit. Not available to BC OneCard and 3-Month Non-Resident members.
BC OneCard member	No requests allowed.
Homebound member	No requests allowed because Library employees select material based on member preferences.
Institutional member	No requests allowed because Library employees select material based on member preferences.
Non-resident member (3-month)	No interlibrary loan requests allowed.

7. RENEWALS

- a. Unless listed as exempt in paragraph b, circulating collection material may be renewed for up to 2 additional loan periods.
- b. **Exemptions**
Physical collections material cannot be renewed if it meets one or more of the following criteria:
 - i. Another member has requested the item;
 - ii. The item is borrowed by a Low Barrier or BC OneCard (reciprocal) member;
 - iii. The item is designated as newly acquired;
 - iv. The item is designated as being in high demand; or
 - v. The item is from a non-circulating collection that has been loaned by permission of the Chief or Deputy Librarian
- c. Interlibrary loan renewal conditions are set by the lending library.
- d. Renewal limits for digital collections are set by the content provider.
- e. Interlibrary loans renewal limits are set by the lending library. Generally there are no renewals.

RELATED POLICIES

OP-02	Membership
OP-03	Borrowing
OP-07	Resource Sharing
OP-08	Technology Access
FP-A02	Fee Schedule