

Checkout

Approved by: Library Board
Date: 4-16-2008
Revised: 9-21-2011
Reviewed: 4-17-2013
Review schedule: Every 5 years
Next review: 2017

Requirements for checkout

A library card is required to check out materials. If the library card is left at home, materials may be checked out if the patron can provide picture identification and confirm essential elements of their library record. A memorized barcode number is not considered identification.

Loan Policies

Loan periods

The regular loan period for books, periodicals, or CDs is three weeks. High demand items may have a circulation period of two weeks and may not be renewed. DVDs have a one-week loan period. Loan periods for specialty collections may vary.

Renewals

Patrons may renew most Ramsey County Library materials on their record up to two times. Exceptions include requested materials and items that have a non-renewable status.

Circulation Limits

The Library reserves the right to limit the number of items and the number of certain types of items checked out or requested by any individual at one time. The decision to impose such restrictions will be made by the Library Director on a case-by-case basis.

The Library has a checkout limit of 150 items, and several item-type limits.

Rental Books and DVDs

The Library offers a collection of rental books and DVDs that may be borrowed for a daily fee.

Rental collections are not funded by taxpayer dollars. They were originally funded by a gift from the Library's Friends and are now self-sustaining services. This collection does not reduce the number of copies the Library has in its regular collections, and all titles that are available as rentals are also available for free.