

# Checkout

Approved by: Library Board

Approved Date: April 16, 2008

Revised Date: May 17, 2017

Review Schedule: Every five years

Next Review Date: 2022

## Requirements for checkout

A library account is required to check out materials. If the library card is left at home, materials may be checked out if the patron can provide identification and confirm essential elements of their library record. Minors without identification can check out materials if they can confirm essential elements of their library record. A memorized barcode number is not considered identification.

## Loan policies

### Loan periods

The loan period for books, periodicals, or CDs is three weeks. DVDs have a one-week loan period and loan periods for specialty collections may vary. High demand items may have a reduced loan period.

### 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 rests with the Library Director on a case-by-case basis.

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