

# Checkout

Approved by: Library Board

Approved Date: February 19, 2020

Review Schedule: Every five years

Next Review Date: 2025

## 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, DVDs, or CDs is three weeks. 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 has a checkout limit of 150 items and reserves the right to establish lower limits for specific formats and collections.

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 Director's decision may be appealed to the Library Board which will make the final determination of restrictions.