

PS 321 – Borrowing Limits and Schedule of Charges

20 January 2026 | 01 August 2007

(Dates Above: Last Reviewed/Revised Date | Effective Date)

POLICY

Borrowing Library materials is extended to any patron with a valid Dayton Metro Library or consortium Library card. Library patrons are responsible for the care and return of items checked out on their accounts and will be charged for lost and damaged materials. To ensure maximum use of library collections and availability of materials for all members of the community, the Library establishes borrower card types with differing borrowing limits. Borrowing may be restricted on accounts for those who have not returned materials.

I. DEFINITIONS

- Lost items - Library materials checked out on a patron's account that are not returned will be declared lost twenty-one (21) calendar days after the due date or when declared lost by the patron.
- Damaged items - Items that are damaged beyond repair and can no longer circulate are considered damaged items. Examples of damage include, but are not limited to, offensive odors, water damage, stains, torn pages or covers, scratched or broken media items, missing parts of sets, etc. Items that become unusable due to accumulative wear and tear under normal use are not considered damaged.
- Good Standing – A Library account is considered in good standing when it is not expired and has not met or exceeded limits preventing additional borrowing.

II. REGULATIONS

1. Borrowing Limits: Users may borrow Library materials up to the following maximums according to the following card types:
 - New Cards – Maximum of 10 items may be borrowed from the circulating collection for the first four weeks if borrower can produce photo ID and proof of current address.
 - Connection Cards – Maximum of 3 items from the circulating collection may be borrowed at one time. Connection Cards may be upgraded to a New or Regular Card if borrower can produce photo ID and proof of current address.
 - Regular Cards – New cards become Regular cards after four weeks. Maximum of 50 items from the circulating collection may be borrowed at one time.
 - Extended Limit Cards – Extended borrowing up to a maximum limit of 99 items may be requested if borrower is in good standing after having a card for a minimum of one year.
 - Classroom Cards, Institutional Cards, Home Library Services Cards, Student Cards, Ecards, and First Club library cards are issued under specific guidelines.
 - Student cards (Child) – Maximum of 3 children's print or book on CD items may be borrowed at one time.

- Student cards (Teen) – Maximum 3 print or audio items may be borrowed at one time.
- Requests for holds – Maximum of 50 outstanding hold requests for most card types. Student and Connection cards allow a maximum of one outstanding hold request.
- Renewals – Items renew automatically up to eight times provided the item is not needed to fill a hold request.

2. Borrowing Restrictions: Users may be restricted from borrowing additional items, renewing items, or placing holds if fees, charges and other thresholds have been met as described below:

- Total accrued fees and other charges of \$10.00.
- Fraudulent Library Card Applications or Financial Payment Agreement.
- 10 items overdue.

Borrowers owing more than \$10 and less than \$100 in accumulated fees may start an installment payment plan to restore the ability to borrow materials. Borrowers owing more than \$100.00 in accumulated fees and charges may enter into a Financial Payment Agreement to restore limited borrowing.

3. Fees

- For items reported lost or not returned items considered lost, the responsible card holder will be charged the cost of lost item(s). Refunds will only be given for items paid for and returned to the library within six (6) months of the Polaris lost date.
- A processing fee of \$10.00 is charged for most damaged items. Damaged items are not returned to the patron unless the replacement value is less than \$10.00 and the processing fee is paid in full.
 - Items with special lending rules such as streaming devices (Rokus) may incur additional fees.
 - Items belonging to other libraries borrowed via interlibrary loan services will incur additional fees.

III. GUIDELINES

A borrower with a unique situation or extenuating circumstance that made it difficult to return Library materials may file a Library Account Resolution Form to request that assessed fees be reduced or waived.