



Circulation Policies July 2019

The County of San Luis Obispo Public Libraries loans materials free of charge.

Loan Periods

- Print material, music CDs, audiobooks, Launchpads, videogames, and Maker Kits are loaned for 21 days.
- DVDs and Blu-rays are loaned for seven days; DVDs with three or more discs are loaned for 21 days.
- Internet Hotspots (mobile WiFi) and Hotspot/Chromebook bundles are loaned for seven days.
- The owning library determines loan periods on loans borrowed from libraries outside of the County of SLO Public Libraries jurisdiction (other jurisdictions include Paso Robles Library and all libraries in Santa Barbara County)
- "Library Use Only" materials must be used in the Library.

Account Item Limits

- Up to 99 items may be checked out to an account.
- Up to 20 DVDs/Blu-rays may be checked out to one account.
- Up to three Launchpads may be checked out to one account.
- One Internet Hotspot or Hotspot/Chromebook bundle may be checked out to one account.
- One Maker Kit may be checked out to an account.

Renewals

An item may automatically renew up to five times if the item is not on hold for another customer. Items can also be renewed:

- online at SLOlibrary.org
- in person at any library branch
- by calling 1-800-354-9660 or 805-546-0499. You will need your library card number and the barcodes of the items you wish to renew.

Returning Materials

Most materials can be returned to any Black Gold library. All County of SLO Public Libraries have book drops for use when branches are closed.

In the interest of service, equity, and access we ask that you return your items on time. We do want all items back and other people may be waiting. The materials' policy states how accounts are handled in time and status. If you repeatedly do not return materials within the allotted time, we may temporarily suspend your account for up to 6 months or limit the number of items you can have checked out to five items. When your account is suspended you cannot check out physical materials like books or DVDs or access some of our digital services until your overdue items are returned.

Fines and Fees

The County of SLO Board of Supervisors approves fines and fees for County of SLO Public Libraries.

- Fees are charged for lost and damaged items and for special processing services.
- Fines and fees rates may vary by types of materials, and may vary for items borrowed from other Black Gold libraries.
- Borrowing privileges may be suspended when fines/fees are owed.
- Patrons with an outstanding balance of \$40 or more are referred to an outside collections agency.

Requests from Black Gold Libraries

If a desired item owned by a Black Gold member library is checked out or otherwise unavailable, a "request" may be placed in the automated system. Up to 10 items may be placed on request on an account. When a copy becomes available, it will be delivered to the customer's library of choice.

Customers may ask staff for assistance, or they may place their own requests through the online [Black Gold catalog](#) available in libraries and remotely.