

Bucks County Library System

Circulation Services

Borrowing and Renewing Material

Policy Statement

Bucks County public libraries establish loan periods, renewal and loan limits to facilitate equitable access to library materials and information for Bucks County public library users. Loan periods and limits have been established to provide users with adequate time to use library materials and return them for use by others.

RegulationsBorrowing library material (loan period)

A loan period is the total number of days that a user may keep a specific item.

The standard loan period for library material is 21 days. New material and some high demand items may have 7 or 14 day loan periods.

If a library closed due to inclement weather, the loan period is extended 1 day for each day the library is closed.

The library reserves the right to limit the number of items a user may check out within the same subject area.

Users may check out more than one copy of an item at the same time.

Library material is due on the date printed on the receipt issued at checkout. Library users may check the due date online through My Account available at www.buckslib.org or call the library during business hours.

Most library material borrowed from a public library in Bucks County may be returned to any public library in Bucks County. Library material must be returned within the building itself or deposited in the library's official book-drop. The material will be checked in using the actual date returned and then sent to its owning library. Book drop returns processed at the beginning of the business day will be recorded as though they were returned before midnight the day before.

Material borrowed through an Interlibrary Loan transaction must be returned to the library where it was picked up.

Renewing library material (extending the loan period)

Library materials which do not have holds on them can be renewed in person at the library, by phone call made during library business hours, or online through My Account at www.buckslib.org. Library materials do not need to be present to be renewed at the circulation desk of the library.

To renew by phone, a caller must verify the contact information associated with the account. The caller must speak with a staff person; email or voicemail messages are not accepted.

To renew online, a user must have a valid library card and PIN and have overdue fines and fees totaling less than \$10.00.

Loan limits

A loan limit is the total number of items of a specific type that a user may have on loan at one time.

No user may have more than 100 physical items checked out at any given time.

	Loan Limit	Renewals Allowed
Books	Unlimited	2
New books and Rental books	Unlimited	2
Spoken books	Unlimited	2
Video recordings	10	2
Video games	1	2
Music recordings	20	2
Magazines	10	2
Non Book items	10	0

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