camden county
LIBRARY SYSTEM

CIR-3: Rules for Borrowing and Returning Library Materials
Effective: June 10, 2026
Supersedes: May 15, 2024; January 24, 2024; December 13, 2023; December 20, 2022; August 10, 2022; March 1, 2022; October 13, 2021; May 12, 2021; August 12, 2020; September 16, 2019; April 10, 2019; October 11, 2017; April 8, 2014; September 9, 2009; August 5, 1994.

Policy Statement: The Camden County Library System has established rules for borrowing and returning materials. These rules facilitate the circulation of library materials in an efficient manner and ensure equitable access to the collection.

Regulations:

1. Rules for borrowing materials:
   1.1. A valid library card must be presented when borrowing materials. The card must be valid through the end of the loan period for the material borrowed.
   1.2. In the absence of a library card, cardholders may borrow materials with a photo ID or two forms of identification with their current mailing address.
   1.3. Museum passes and Tech Take Out items (both in and out of house loan) may be borrowed by cardholders aged 18 and over.

2. Rules for returning materials:
   2.1. Materials must be returned in the condition in which they were borrowed, except for normal wear and tear.
   2.2. Materials may be returned to any branch of the Camden County Library System or any Camden County College library except for cake pans, museum passes, Tech Take Out equipment, and ukuleles. These items must be returned to the location that they were borrowed from.
   2.3. Materials are discharged as of the day they are returned.
   2.4. Materials returned when the Library is closed will be discharged as of the last day the Library branch was open plus a one-day grace period.
   2.5. Board games, cake pans, ukuleles, Book Club in a Bag, kits, museum passes, and all Tech Take Out equipment must be returned to a service desk when the Library is open. These items may not be placed in a book drop.

3. Loan periods:
   3.1. Audiobooks: 3 weeks
   3.2. Board games: 1 week
   3.3. Book Club in a Bag: 8 weeks
   3.4. Books: 3 weeks
   3.5. Bulk loans: 12 weeks
   3.6. Cake pans: 1 week
   3.7. CDs: 3 weeks

3.8. Chromebooks (LVA-CC students and tutors): 12 weeks
3.9. DVDs (single disc): 3 weeks
3.10. DVDs (multi-disc sets): 3 weeks
3.11. Grab and Go books: 1 week
3.12. Grab and Go DVDs: 3 days
3.13. Interlibrary Loans, DVDs and CDs: 1 week
3.14. Interlibrary Loans, print materials and audiobooks: 4 weeks
3.15. Kits: 2 weeks
3.16. Kits designated for in-house use: 4 hours
3.17. Magazines, Adult: 1 week
3.18. Magazines, Juvenile: 3 weeks
3.19. Mobile hotspots: 4 weeks
3.20. Museum passes: 4 days
3.21. Read along storybooks: 3 weeks
3.22. Tech Take Out equipment designated for in-house use: 4 hours
3.23. Tech Take Out equipment, except for mobile hotspots: 2 weeks
3.24. Ukuleles: 8 weeks

4. Loan limits:
   4.1. Up to 100 items may be borrowed on a single card.
   4.2. The following materials have special loan limits:
      4.2.1. Board games: 2 per card
      4.2.2. Book Club in a Bag: 2 per card
      4.2.3. Cake pans: 2 per card
      4.2.4. CDs: 15 per card
      4.2.5. Chromebooks (LVA-CC students and tutors): 1 per card
      4.2.6. DVDs (single disc): 15 per card
      4.2.7. DVDs (multi-disc sets): 15 per card
      4.2.8. Grab and Go books: 2 per card
      4.2.9. Grab and Go DVDs: 2 per card
      4.2.10. Kits, both circulating and in-house use: 1 per card
      4.2.11. Museum passes: 1 per card
      4.2.12. Read along storybooks: 4 per card
      4.2.13. Tech Take Out equipment (all technology related items available for in or out of house loan): 1 of each item per card
      4.2.14. Ukuleles: 1 per card
   4.3. Reference materials, including magazines, newsletters and newspapers designated as reference, and current issues of magazines do not circulate.

5. Holds
   5.1. A cardholder may have a maximum of 100 items on hold at one time.
   5.2. The following materials have limits on the number of holds per card at one time:

5.2.1. Book Club in a Bag: 2
5.2.2. Board Games: 2
5.2.3. Cake Pans: 2
5.2.4. Kits: 1
5.2.5. Mobile hotspots: 1
5.2.6. Tech Take Out: 1
5.2.7. Ukuleles: 1

5.3. The following materials may not be placed on hold:
5.3.1. Grab and Go books and DVDs
5.3.2. Kits (in-house use)
5.3.3. Museum passes
5.3.4. Tech Take Out (in-house use)

6. Renewals
6.1. Materials may be renewed twice.
6.2. Materials on hold for other patrons and the following may not be renewed:
6.2.1. Book Club in a Bag
6.2.2. Bulk loans
6.2.3. Chromebooks (LVA-CC students and tutors)
6.2.4. Grab and Go books and DVDs
6.2.5. Interlibrary Loans
6.2.6. Kits, both circulating and in-house use
6.2.7. Mobile hotspots
6.2.8. Museum passes
6.2.9. Tech Take Out equipment, both circulating in in-house use