

System Limits on Checkouts

Checkout limits are set at the media code level. Additional limits can be put into place at the library level, but it is by each media code, not by categories of items. Staff will need to manually police the limit if they differ from the system set up. In order to limit liability for all libraries, limits may not exceed the following:

- Total checkouts: 75
- Total checkouts of videos and DVDs: 25
- Total checkouts music CDs: 25
- Total checkouts of audiobooks: no additional limit
- Total checkouts of software: no additional limit
- Total numbers of holds: 25