



## WAUKESHA PUBLIC LIBRARY

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Bruce Gay, Library Director  
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### MEMORANDUM

**TO: Library Board of Trustees**

**FROM: Bruce Gay, Director**

**DATE: February 28, 2018**

**SUBJECT: Media loan limits**

As part of an effort to reorganize the media area of the library, I would like to increase checkout limits for media items by revising policy C-3, Loan Periods and Limits. There are several reasons for this recommended change:

- The change brings Waukesha Public Library into line with all other Bridges libraries, nearly all of whom have no limits on CDs or DVDs.
- Increasing circulation limits is likely to increase circulation.
- The change will reduce some overcrowding in the media shelves.
- The change allows members of the public the ability to check out all held items; currently a person can place more holds on media items than they are able to check out.
- While the Polaris ILS system is not able to report out the number of cardholders with the maximum number of media items checked out at any one time, experience with other library systems indicates this is likely to be a small number of people—this change positively affects these “superusers.”
- When limits were first put in place, DVD collections were small and a library could have its entire collection checked out. That is no longer the case, since the library has a large collection of media items.

For these reasons, and with the support of library management, I recommend changes to policy C-3 to eliminate item limits on specified media items.

Thanks,  
Bruce

