



April 27, 2017

TO: Library Advisory Commission  
FROM: Alex Perez, Library Service Manager  
RE: Library lending period review

The Palo Alto City Library is reviewing its standard lending period. The review is to determine whether to change lending period from 4 weeks to 3 weeks. Changing the standard lending period would put PACL in alignment with the majority of other libraries in the region. Lending period alignment would potentially allow for better assessment of library circulation usage in comparison to other libraries in the region.

# SVLS Comparison Data

| LOAN PERIODS                                 | LOS GATOS                             | MOUNTAIN VIEW                         | PALO ALTO            | SAN JOSE                         | SANTA CLARA CITY                 | SANTA CLARA COUNTY                                | SUNNYVALE   |
|--|---------------------------------------|---------------------------------------|----------------------|----------------------------------|----------------------------------|---|---|
| LAST UPDATED                                 | 8/12/2010                             | 8/24/2010                             | 8/12/2010            | 8/12/2010                        | 3/11/2011                        | 8/12/2010   | 3/11/2011   |
| LAST REVIEWED                                | 3/11/2011                             | 3/11/2011                             | 3/30/2017            | 3/11/2011                        | 3/11/2011                        | 3/11/2011   | 3/11/2011   |
| Standard Loan Period (S/L)                   | 3 weeks                               | 4 weeks                               | 4 weeks              | 3 weeks                          | 3 weeks                          | 3 weeks   | 3 weeks   |
| Audio Book                                   | S/L                                   |                                       |                      |                                  |                                  |   |   |
| Book   | S/L                                   |                                       |                      |                                  |                                  |   |   |
| Bookmobile                                   | N/A                                   | S/L                                   | N/A                  | N/A                              | N/A                              | 2 weeks   | N/A   |
| Camera                                       | N/A                                   | N/A                                   | N/A                  | S/L                              | N/A                              | 1 Week  | N/A   |
| Compact Disc                                 | S/L                                   |                                       |                      |                                  |                                  |   |   |
| DVD  | Adult Non-Feat.-3 wks all others-1 wk | 1 Week                                | 2 Weeks              | Feature-1 wk all others-3 wks    | 1 Week                           | Adult Feature-1 wk all others-3 wks               | Feature-1 week instructional-3wks                   |
| Engraver                                     | N/A                                   | N/A                                   | N/A                  | S/L                              | S/L                              | 2 days/1 wk                                       | N/A   |
| Honor Collection                             | N/A                                   | No Limit                              | No Limit             | N/A                              | N/A                              | No Limit  | N/A   |
| Pamphlet                                     | N/A                                   | S/L                                   | N/A                  | S/L                              | S/L                              | S/L   | S/L   |
| Periodical - Adult & Teen                    | S/L                                   | 1 Week                                | 7 days               | S/L                              | 1 week                           | 1 week  | S/L   |
| Periodical - Juvenile                        | S/L                                   | 1 Week                                | 7 days               | S/L                              | 1 week                           | S/L   | S/L   |
| Phonograph Record                            | N/A                                   | N/A                                   | N/A                  | N/A                              | N/A                              | S/L   | N/A   |
| Reserves                                     | S/L                                   |                                       |                      |                                  |                                  |   |   |
| Video Cassette                               | Adult Non-Feat.-3 wks all others-1 wk | 1 week                                | N/A                  | Feature-1 wk all others-3 wks    | N/A                              | Adult Feature-1 wk all others-3 wks               | Sunnyvale Council & Planning 1 week                 |
| CD ROMS                                      | S.L                                   | S/L                                   | S/L                  | S/L                              | 1 week                           | S/L   | N/A   |
| Kill-a-Watt power meters                     | S/L                                   | S/L                                   | S/L                  | S/L                              | S/L                              | S/L   | 1 week  |
| # of Renewals Allowed (if no other reserves) | 2                                     | 1 for DVD & Video<br>2 for Mag & Book | 3                    | 3/1=CD,DVD,VCD,<br>ENT. VID, MAG | 3/1=CD,DVD,CD-<br>ROM, PAM., MAG | 2<br>Bestsellers - 1                              | 3   |
| Card use blocked                             | \$10                                  | \$25                                  | \$10                 | \$10                             | \$25                             | \$20  | \$20  |
| Not Renewable                                | N/A                                   | N/A                                   | Lucky Day collection | N/A                              | N/A                              | New adult feature<br>Video/DVD<br>Circulating Ref | Periodicals,Feature<br>DVD, Music<br>CD,Board Books |