CIRCULATION OF MATERIALS

The Altamonte Springs City Library has established policies that facilitate the borrowing of library materials. A patron must present a valid borrower's card in order to remove library materials from the building or to access an Internet computer. The person presenting a valid borrower's card is assumed to have the authority to use that card unless it has been reported lost or stolen. No patron should use anyone else's card (spouse, friend, etc.) for borrowing items or computer use. If the card is temporarily misplaced, the patron may produce picture I.D. If the patron card cannot be found, a new card will need to be issued at a cost of $2.00.

Library materials will be loaned to anyone holding a valid library card for the loan period established. Loan period is 3 weeks (21 days) for most materials, with DVDs loaning for only one week (7 days). Materials that are not returned by the due date will be subject to fines, as established by the fine and fee schedule. One renewal period of 3 weeks (21days) is allowed on all items except DVDs. Additional renewal periods are not available.

Borrowing privileges will be revoked by the library director if the circulation policy is abused. Abuse of the circulation policy includes failure to return materials on time, failure to pay fines, or intentionally damaging materials. Disputed claims, such as materials that are claimed returned but have not cleared from the patron record or items that a patron claims not to have borrowed, will be accepted and removed from the patron record no more than twice a year. Fines and records of overdue materials are maintained for a minimum of seven years.