

# **Calhoun County Public Library**

## **CIRCULATION OF MATERIALS POLICY**

The Calhoun County Public Library System has established policies that facilitate the borrowing of library materials for use outside of the library building. A patron must present a valid borrower's card in order to remove library materials from the building. 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.

Library materials will be loaned to anyone holding a valid library card for the loan period established by Calhoun County Public Library. Materials that are not returned by the due date will be subject to fines, as established by the Calhoun County Public Library.

Borrowing privileges will be revoked by the library director or his or her designee if the circulation policy is abused. Abuse of the circulation policy includes failure to return materials on time, failure to pay fines that exceed the threshold established by Calhoun County Public Library, 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 three years and are subject to the library's policy on "Fines and Recovery of Overdue Materials."

Library Board Approved 1-5-12

Commissioners' Court Approved 1-26-12