

## Circulation Policy

### **Policy**

The Altamont Free Library lends materials to current Upper Hudson Library System (UHLS) cardholders in good standing.

### Procedures

1. Patrons must check out materials at the Circulation desk.
2. Materials circulate for the period specified at checkout.
3. Materials may be renewed at the Library, by phone, or online at [www.altamontfreelibrary.org](http://www.altamontfreelibrary.org), if there are no requests by other patrons.
4. Fines are levied for overdue materials.
5. Patrons are responsible for loss or damage to materials.
6. Borrowing privileges are suspended when a patron owes \$10.00 in fines, damage or loss of materials.

Adopted June 8, 1996

Revised January 14, 2008