LIBRARY LENDING PROCEDURE

Policy Title: Library Lending Procedure
Responsible Department: Library
Date Approved: October 14, 2011
Updated: August 25, 2014

Material Loan Periods
- Alamo Colleges Students: 21 days non-media / 7 days media (Limit 10 items)
- Alamo Colleges Faculty/Staff: 30 days non-media / 14 days media (Limit 10 items)
- Texshare Visitors: 14 days non-media and media (Limit 5 items)
- Interlibrary Loan: 30 days non-media and media (Limit 10 items)

Alamo College Students, Faculty, and Staff are required to present a valid Alamo Colleges ID to check out materials. Non-Alamo Colleges Students/Faculty/Staff must present a TexShare card from the home college, university, or public library and a photo ID. Alamo Colleges specialized program students must present current corresponding ID cards and photo ID. Technology/equipment checkout procedures vary. Please refer to corresponding procedures.

Overdue Fines
- $0.10 a day for Books
- $0.50 a day for DVD/VHS
- $0.50 an hour/day for Reserve Materials
- Lost or damaged materials replacement costs plus a $10.00 processing fee per item

Renewals
All items, except Reserve items, can be renewed one time only. Items that are not overdue items may be renewed in person, online at //library.alamo.edu/patroninfo, or by phone (210) 486-3555. Overdue items can only be renewed in person and fines must be paid/any fines must

Return materials to the Circulation Desk or Book Drops.

Non-Circulating
Magazines, journals, newspapers and Reference materials are not available for check out.

Privileges
Patrons with overdue materials or outstanding fines lose their privilege to borrow other materials, including Reserve materials, and they may not use the Interlibrary Loan service until materials are returned and/or fines are paid.