

WINTER HAVEN

The Chain of Lakes City

Winter Haven Public Library Circulation Policy – Loan Periods

The following library materials from the Winter Haven Public Library circulate for two weeks: books, audio books, music CD's, and magazines. Videos and DVD's have a limit of three items per check-out and circulate for a one week period. Limits have not been set on other collections; however library staff reserves the right to set limitations where they see fit. (This can occur when the computers go down or if a seasonal collection of books are on display for check-out.)

Vacation Loans:

Patrons in good standing may request a "vacation loan" when they check out library materials. Library staff will allow items to check out up to six weeks rather than the standard of two weeks.

Telephone/Online Renewals:

Patrons are encouraged to call the library or use the online renewal service to renew any and all library materials they have checked out. Books that are on hold for another patron may not be renewed. Renewals are limited to no more than twice per item. This allows patrons to have items for a total of six weeks.

Patron Requests/Holds:

Patrons may place items on hold through the automated circulation system. Staff members will make every attempt to place books on hold that the Winter Haven Library owns first before attempting to reserve items held by other member libraries of the Cooperative. Patrons will be called when the item arrives and will have seven days to pick them up before returning to the lending library.

Circulation Restrictions:

Patrons with fines exceeding \$20.00 will have their circulation and computer privileges suspended until efforts are made to pay off the debt.

Youth & adult borrower types may check-out videos and DVD's. Rated R films are available for adult borrower types only.

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Winter Haven Public Library – Leisure & Environmental Services Department
325 Avenue A, NW ♦ Winter Haven, Florida 33881
Telephone: 863.291.5880 ♦ Fax: 863.291.5889 ♦ www.mywinterhaven.com

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