



## **Leadership Lending Library Borrowing Policies**

1. Borrowing from the library is free.
2. A maximum of two items may be checked out at one time.
3. The checkout period for any item is three weeks. If you need additional time, e-mail [library@publicallies.org](mailto:library@publicallies.org) to request an extension. If there is not a wait for the item, a three-week extension may be granted.
4. To check out an item:
  - a. Borrowers may email their request to [library@publicallies.org](mailto:library@publicallies.org). Requests by email must include the title and author's name. Requests will be processed and available for pickup at the Public Allies offices within two business days. Borrowers will be notified when their items are available for pickup.
  - b. Borrowers may visit the library on Mondays between 10am and 4pm and may check out available items during that time.
5. Items may be returned to the library by mailing through the U.S. Postal Service or any other shipping service or by bringing them to the Public Allies office.
6. Overdue notices will be sent after the fourth week of checkout, when materials are one week overdue. If three overdue notices and/or contacts are given and the item is still not returned, borrower may be charged a replacement fee.
7. Consistent late returns or damaged returns by a borrower may result in the loss of borrowing privileges.
8. **Each borrower assumes full responsibility for all items borrowed and for adhering to library policies concerning loan periods.** Public Allies may charge up to the full cost of the item at time of purchasing for any items that are lost, stolen or damaged.
9. Individuals interested in donating books to the library may contact [library@publicallies.org](mailto:library@publicallies.org).
10. Don't see a title you like? Email [library@publicallies.org](mailto:library@publicallies.org) to request an addition to our catalogue.

**Public Allies Central Florida  
Leadership Lending Library**

located at:

4001 Pelee Street, Suite 100  
Orlando, FL 32817