

1. Library Card

All patrons must possess a library card in order to check out materials. If a patron does not have their card on their person, they will need to verify their contact information in order to check out materials. Due to the Michigan Library Privacy Act (Public Act 455 of 1982) requirements patrons need their library card number to make inquiries about their account over the telephone.

2. Loan Periods, Fee and Fines schedules

Checkout periods, restrictions on quantities, and limits on renewals will be determined by Library Director in accordance with collection size, patron demand, and equity of sharing resources.

Overdue fines are as follows:

- High Demand Books and DVDs -- .25/per day
- All other materials -- .05/per day

A schedule of loan periods, fees and fines will be available to patrons when they receive library card.

3. Loan History

The library's automation system securely retains the loan history of its patrons. Each patron has the ability to deactivate this feature by contacting the library or through accessing My Account on the library's website. The Library is committed to upholding the Michigan Library Privacy Act and the confidentiality of its patrons records.

4. Renewals

Materials may be renewed at the library, over the telephone, or on the library's website. The patron renewing items over the telephone must give her/his library card barcode number in order for library staff to access the patron's account.

5. Overdues

Overdue fines are capped per item at \$5.00. All patrons are urged to return library materials by the date they are due or to ask to renew items. By returning items on time, patrons make it possible for other patrons to use them.

Reminder notices will be sent to patrons when items are overdue. When an item is *6 weeks* overdue it will be considered lost and the patron will be charged the price of the item. If items are not returned the issue may be turned over to the Eaton County Economic Crimes Unit or the Grand Ledge Police Department for recovery.

6. Suspension of Borrowing Privileges

Patrons may not borrow library materials if privileges have been suspended. Privileges may be suspended for the following reasons.

- a. When the patron has \$8.00 or more in outstanding fines or fees for materials that have been returned, or from lost or damaged materials.
- b. When the patron has more than six items overdue.

Exceptions to suspending privileges can be made when the patron shows good faith by making payment on an existing fine or bill. Suspension will remain in effect until paid or resolved.

7. Vacation Loans

Vacation loans are available year-round to all library cardholders. A reasonable amount of materials may be checked out for up to six weeks with NO renewal option. DVDs and High Demand Books cannot be checked out on a vacation loan. All other types of materials are left to the discretion of the librarian.

Approved: January 20, 1972

Amended: January 21, 1974, July 1, 1987, February 13, 1991, April 10, 1991, June 12, 1991, October 13, 1993, June 9, 1999, October 13, 1999, October 10, 2001, November 14, 2007, April 14, 2010, October 23, 2013, January 22, 2014, March 26, 2014, September 23, 2015, May 30, 2017

ADDENDUM

Loan Periods, Fee and Fine Schedules

What can be checked out?	For how long?	# of Renewals	Is there a limit?	What is the overdue fine?
General, juvenile and large print books	21 days	2	No	.05 per day per item
High demand books All new adult fiction and adult non-fiction	14 days	1	No	.25 per day per item
Magazines Current magazine issues may not be checked out	21 days	2	No	.05 per day per item
DVDs (Yellow banded)	2 days	0	No	.25 per day per item
DVDs (Blue banded)	7 days	1	No	.05 per day per item
Children DVDs	7 days	1	No	.05 per day per item
Cassettes/CDs (including language sets and children's read-a-longs)	21 days	2	No	.05 per day per item
Portable Devices (MP3 Players)	21 days	2	1	.25 per day

Hold Requests

All circulating items, excluding DVDs (yellow banded), may be placed on hold either in person at the library, over the telephone or on the library's website. Patrons will be notified when requested items become available. Items will be held for pickup for 7 days.