

PENTWATER TOWNSHIP LIBRARY

BORROWING PERIODS, FEES AND FINES

BORROWING PERIODS

INITIAL BORROWING PERIOD:

Materials may be borrowed initially for three (3) weeks, with the following exceptions:

1. Current issues of periodicals may not be borrowed.
2. Past issues of periodicals may be borrowed for one (1) week.
3. Single disk DVDs and CDs may be borrowed for one (1) week.
4. At the discretion of the director, newly acquired materials may be borrowed for one (1) week.

RENEWAL PERIOD:

A patron may renew materials for a period equal to the initial borrowing period, if no other patron has reserved the material.

OVERDUE NOTICES

Patrons who hold materials beyond their due dates will be notified twice about the situation. If the materials are not returned within 14 days of the last notice, or if the patron has not made other arrangements with the Director, the patron's borrowing privileges may be suspended or limited until the material has been returned, fines or replacement costs have been paid, or such arrangements have been made.

FINES

The fine for overdue material is ten (10) cents per item per day. The Director and delegated staff may reduce accumulated fines at their discretion.

When a patron has accumulated fines totaling \$5.00 or more, failure to pay down the fine to below \$5.00 will result in suspension or limitation of borrowing privileges until the total amount owed is paid and all overdue items returned.

All suspensions and limitations are at the discretion of the Library Director.

REIMBURSEMENT FOR LOST MATERIAL, NON-RETURNED OR DAMAGED ITEMS

If an item is lost, not returned or is damaged beyond normal wear and tear, the Director shall ask the patron for reimbursement equal to one of the following costs:

1. the original cost of the item,
2. the replacement cost of the item, or
3. the cost of repairs.

The Director may suspend or limit borrowing privileges until the payment is received. If the lost material is found after the patron has paid, the patron may keep the material. No money will be refunded.

MEL-CAT LOANS

All patrons may use the MEL-CAT services.

Material checked out through MEL-CAT may be returned at this location or at the patron's home library. Staff will be responsible for returning the material to the library that owns it, using the rides courier service.

Patrons who return material after due date will be charged same overdue fee as they would be charged for late Pentwater Township Library material.

Patrons who lose or damage MEL-CAT material shall reimburse the Pentwater library the total fees charged by the lending library.

Revised March 14, 2006

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