

PORTAGE DISTRICT LIBRARY

CIRCULATION POLICY

SERVICES & USAGE:

Subscription Services

The Library offers many premium services, such as interlibrary loan, Homebound Services, mobile hot spots, Favorite Authors, online learning resources, and various downloadable and streaming services. Due to cost and/or contractual obligations, reciprocal members are excluded from premium services, though they may have access to similar services through their home library.

Circulation Limits

- All members are limited to 15 non-Hot Pick DVD's on their account at one time.
- Members are limited to 5 items from each type of Hot Pick material (books, movies) on their account at one time. Reciprocal members are prohibited from checking out Hot Pick materials.
- All members are limited to 2 special collection kits per type on their account at one time. This includes, but is not limited to Book Discussion Bags and Resource Kits. Similar limits may be set for other special collection kits.
- Members are limited to 1 piece of equipment per type on their account at one time. This includes, but is not limited to, laptops, mobile hot spots, GoPros, telescopes, or Playaway Launch Pads and other types of equipment. Reciprocal members are prohibited from checking out certain types of equipment such as mobile hot spots and GoPros.
- Members who are under the age of 18 years old are prohibited from checking out rated "R" movies or laptops.
- Reference collections are for library use only.

Holds & Renewals

- All members may place up to 25 items on hold at one time.
- Items in Hot Pick collections cannot be put on hold.
- Telescope kits can be booked in advance through the Adult Information Desk, but cannot be placed on hold.
- Two renewals are allowed for items that are not in demand. The renewal period is the same length as the original checkout period. The following types of items cannot be renewed: Hot Picks, mobile hot spots, GoPro kits, telescopes, Book Discussion bags, and items on hold for another member.

Additional Requirements

Borrowers are required to provide a photo ID to check out certain equipment, including but not limited to the following: laptop computer kits, telescope kits, GoPro kits and mobile hot spot kits. Loss or damage of the equipment or accessories will result in charges for repair or replacement either for the entire kit or per each lost or damaged piece based on availability.

Laptop computer kits are for use **within the library only** for a loan period of two hours. Borrowers must remain in the library with the laptop. Removal of laptop computers from the library building will be considered theft.

FINES & FEES:

1. Overdue Fines

- A. The Library will not charge any daily fines for overdue material.
- B. The patron is responsible for understanding when checked out material is due to be returned to the Library. Checked out material may be subject to renewals according to Library policy. However, there is no guarantee of renewals.
- C. Checked out material that is not returned within 28 days of the due date (or subsequent renewal dates) will be considered to be Lost Material by the Library and the Lost Item fees and regulations will apply.
- D. Although the Library will use its best efforts to notify you of the overdue material or equipment, the Library does not guarantee notice and failure to receive notice will not prevent the material or equipment from being considered Lost Items.

2. Lost or Damaged Item Fees and Regulations

- A. With the exception of magazines, lost or damaged material owned by the Library is charged at replacement/retail value plus a processing fee for making an item shelf-ready. A default price of \$20.00 will be used as the replacement cost if no retail value is available. Lost or damaged magazines will only be charged a replacement fee of \$5.00. Incidental damage to library material caused by normal use will be repaired without charge.
- B. Non-returned, lost, or damaged material borrowed through MeLCat will be charged in accordance with MeL Policy, as set by the Library of Michigan, and then billed to the borrowing member. Once the Library pays the lending institution for non-returned, lost, or damaged interlibrary loan material, the borrowing member is responsible for the replacement cost, regardless of the item being returned.
- C. Media formats, such as a DVD, CD, or Playaway, that are returned without their library case and/or accompanying graphics or booklets will be assessed a replacement fee of \$5.00.
- D. All lost or damaged pieces from kits will be charged at replacement/retail value or \$10.00 if no retail value is available. Total replacement of the kit may be charged if lost or damaged pieces are not replaceable and required for intended use of the kit.
- E. Accounts that have been billed for lost or damaged material will be blocked from use until the lost material is returned or the lost or damaged material is paid for. Refunds will not be given for lost material that has been paid for, regardless if the material is returned to the collection.
- F. Accounts that have been billed for \$25.00 or more in lost or damaged material and remain unresolved or unpaid for more than 28 days may be referred to a private notification service, but not reported to a credit bureau. Once an account has been sent to collections, a non-refundable fee equal to the private notification service fee charged to the Library will be assessed to the user's account.

3. Returned Check Fee

There is a fee for any returned checks written to the Portage District Library. The fee shall be assessed in the exact amount which the Library is charged by its current Bank for the processing of such items.

4. Photocopy /Printout/Faxing/Scanning Fees

A fee of 5¢ per printed side of a page will be charged for greyscale photocopies and printouts. A fee of 25¢ per printed side of a page will be charged for color printouts. No charge will be assessed for faxing or scanning pages to email or electronic storage.