

ETHEL EVERHARD MEMORIAL LIBRARY LOAN POLICY

ELIGIBILITY

- Everyone is eligible for an Ethel Everhard Memorial Library card, upon proof of mailing address, free of charge.
- Anyone under 18 must have a parent or legal guardian sign their registration agreement.
- Borrowing privileges are extended to anyone with a valid library card from any Marquette County Library or any other Winnefox Library System Library.
- Replacement fee for a library card is \$1.00.
- Each patron is responsible for their own library card, and for any materials checked out on their card. Each patron agrees to comply with the library's loan policy, and to give prompt notification of any address change. It is also the patron's responsibility to judge the appropriateness of materials for themselves, and it is a parent's or guardian's responsibility to judge the appropriateness of materials for their minor.

LOAN PERIODS

Item Type	Loan Period	Renewal Limits
New Adult Fiction & Nonfiction (Books, Audio Books)	14 days	one renewal if no reserves are pending
All Other Adult Fiction & Nonfiction (Books, Audio Books)	21 days	one renewal if no reserves are pending
New Children & Young Adult Fiction & Nonfiction (Books, Audio Books)	14 days	one renewal if no reserves are pending
All Other Children & Young Adult Fiction & Nonfiction (Books, Audio Books)	21 days	one renewal if no reserves are pending
New DVD's & Videos	7 days	one renewal if no reserves are pending
All Other DVD's & Videos	7 days	one renewal if no reserves are pending
New Music CD's	14 days	one renewal if no reserves are pending
All other Music CD's	21 days	one renewal if no reserves are pending
New Periodicals	No Loans	
All Other periodicals	21 days	one renewal if no reserves are pending

*Patrons are limited to 5 new DVD's or Videos per visit.

*Staff note: New items will have a status of LH for four months.

RESERVES

- Patrons will receive notification of the arrival of reserve materials by telephone or email.
- Reserves are held for 7 days following notification.

OVERDUES

- All overdue materials, except DVDs, videos, and music CDs, are accessed .10 per day.
- All DVDs, videos, and music CDs are accessed .25 per day.
- Patrons with email will receive a reminder 3 days prior to the due date of their materials.
- Accounts with items 10 days overdue will be mailed or emailed an overdue notice.
- Accounts that have \$5.00 or more in fines are blocked until the account is paid in full.
- Accounts with items 30 days overdue will receive a bill for the replacement of the materials. If the items are returns, then a maximum late fee of \$7.50 per item will be charged.
- Accounts with items 45 days overdue will be referred to Unique Management Services, a collection agency, for assistance in recovering the materials and/or fines. A \$10.00 non-refundable fee is charged to accounts referred to this agency. Accounts referred to Unique Management will be cleared once all materials have been returned and/or fines paid, unless other arrangements have been made with the director due to extenuating circumstances. Patrons have four months to clear the account placed with Unique Management before the account is reported to a credit bureau.

LOST OR DAMAGED MATERIALS

- A replacement fee will be charged to accounts with lost items. If the item is returned within one year of the original due date, the patron may be reimbursed – depending on the condition of returned item—minus a late fee of \$7.50.
- A replacement fee will be charged to accounts for materials returned in a condition that is considered beyond normal wear and tear.
- Fees for lost or damaged materials borrowed from other libraries are determined by the lending library.
- Deliberate misuse or damage of the library, the library's materials, or any violation of the library's loan policy, may result in revocation of library privileges.