

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.
- Each patron (or parent/guardian of a minor) 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 (if no reserves are pending)
Short Loan (High demand materials)	14 days	2 renewals
New Adult Fiction & Nonfiction (Books, Audio Books)	14 days	2 renewals
All Other Adult Fiction & Nonfiction (Books, Audio Books)	21 days	2 renewals
All Children & Young Adult Fiction & Nonfiction (Books, Audio Books)	21 days	2 renewals
New DVDs <i>(Patrons are limited to 5 "New" DVDs per visit)</i>	7 days	2 renewals
All Other DVDs & Videos	7 days	2 renewals
New Music CDs	14 days	2 renewals
All other Music CDs	21 days	2 renewals
All Periodicals	14 days	2 renewals

RESERVES

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

OVERDUES

- All overdue materials, except DVDs, videos, and music CDs, are assessed .10 per day.
- All DVDs, videos, and music CDs are assessed .25 per day.
- Patrons with accounts that have \$5.00 or more in fines will be requested to pay their fines to reduce the amount below \$5.00. Accounts that have \$10.00 or more in fines are blocked until the account is paid below \$10.00.
- Alternative payment arrangements for fines can be made at the discretion of the director.
- Minors can volunteer at the library to reduce fines at the discretion of the director.
- Accounts with items 30 days overdue will receive a bill for the replacement of the materials. If the items are returned, then a maximum late fee of \$5.00 per item will be charged.
- Accounts with items 45 days overdue will be referred to a collection agency, for assistance in recovering the materials and/or fines. A \$10.00 non-refundable fee is charged to accounts referred to the collection agency. Accounts referred to the collection agency 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 the collection agency 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 the returned item—minus a late fee of \$5.00.
- 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 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.

Adopted 05/13/02

Amended 06/13/05

Amended 05/12/08

Amended 05/10/10

Amended 03/11/13

Amended 09/09/19