

Policy Statement

To make materials available to all customers on an equal basis, the Comstock Township Library sets limits on checkout periods, renewals, holds allowed, and number of items that can be borrowed at one time. To facilitate access to resources and reduce barriers to Library usage, the Library does not assess overdue fines on most materials.

Regulations

1. Patrons may checkout, place on hold, and renew items in accordance with the following schedule:

Item Type	Loan Period	Max Renewals	Max Checkouts (99 items in total)	Max Holds
Bestseller Book	2 weeks	1	99	
Videogame, Kit, Launchpad, Board Game	2 weeks	1	2	
Book, NF DVD, Audiobook, Music CD, Magazine	4 weeks	3	99	
Feature DVD	1 week	1	10	
Prime Time DVD	1 week	1	2	2
Mobile Hotspot	2 weeks	0	1	No holds
MeLCat Interlibrary Loan	3 weeks	1	50	50
Special Collections	Varies	Varies	Varies	

2. A fine of \$10 per day will be charged on mobile hotspots returned after the date due, up to a maximum of \$90 per hotspot.

3. An item not on hold for another patron will be automatically renewed if the maximum number of renewals has not been exceeded. Renewals for MeLCat items are not automatic.
4. When a hold item becomes available the patron will be notified and the item held for five (5) days. MeLCat items will be held for ten (10) days.
5. Extended vacation loan periods may be available upon request. Mobile Hotspots and other in demand items or those with holds will not be given extended loan periods.
6. All materials will be considered in an overdue status if they have not been renewed or returned before the Library's next open day after the due date.
7. Patrons will be notified of overdue materials by telephone call, email, text message, or by the United States Postal Service in compliance with state law¹.
8. Patrons with an account balance of \$20 or more shall lose checkout, proctoring, and meeting room privileges.
9. Replacement charges will be assessed to the borrowing patron's library card account for materials not renewed or returned to the Library 31 days after the due date, or for Library materials returned in an incomplete or damaged state.
 - A. The replacement charge will be the full retail list price of the material.
 - B. Refunds shall not be issued.
 - C. Patrons are asked not to buy replacement items.
10. After twenty-one (21) days from the billing date, an account with a balance of \$25 or more may be submitted to a library material recovery agency and a service fee will be charged. A payment plan may be established for a patron whose account was turned over to the material recovery agency, whereby the patron agrees to pay what is owed on the account within a specified time.
11. If a patron indicates an item has been returned that is still listed as checked out, the item's status will be set to "Claims Returned." If the patron and the staff are unable to locate the item after six (6) weeks the item will be removed from the patron's account. A patron whose account has a history of one (1) or more items removed that were "Claims Returned" will be charged the item's list price.
12. Patrons enrolled in the Homebound Delivery Service may check out ten (10) books and seven (7) media items at any one time via Homebound Delivery.
13. Patrons must sign a lending agreement form before borrowing Mobile Hotspots or Playaway Launchpads (see Appendix).

¹ MCL 397.603 *et seq.* Library Privacy Act

14. In compliance with state law¹ only authorized users, parents, or legal guardians listed in a library account will be provided information about an account or be allowed to pick up a hold on behalf of a patron.

Approved: January 20, 2020; Revised: April 12, 2021; Revised: June 14, 2021; Revised: December 13, 2021; Revised October 10, 2022; Revised: November 18, 2024; Revised: June 8, 2026
Comstock Township Library Board of Trustees