

## 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	Checkout Period	Maximum Renewals	Maximum Type per Account (99 Total)	Maximum Holds per Type	Daily Overdue Fee	Maximum Fee
Book – Adult, Youth, YA	28 days	3	N/A	N/A	N/A	N/A
Book – Bestseller	14 days	1	N/A	N/A	N/A	N/A
Book – Local History	None	N/A	N/A	N/A	N/A	N/A
Vox Book	28 days	3	2	2	N/A	N/A
Non-Fiction DVD	28 days	3	N/A	N/A	N/A	N/A
Feature & Binge Box DVD	7 days	1	10	N/A	N/A	N/A
Prime Time DVD	7 days	1	2	2	N/A	N/A
Videogame	14 days	1	2	2	N/A	N/A
Audiobook	28 days	3	N/A	N/A	N/A	N/A
Music CD	28 days	3	N/A	N/A	N/A	N/A
Magazines	28 days	3	N/A	N/A	N/A	N/A
Kit	14 days	1	2	2	N/A	N/A
Playaway Launchpad	14 days	1	2	2	\$1	\$10
Mobile Hotspot	14 days	0	1	0	\$10	\$100
Book Club in a Bag	42 days	1	2	2	N/A	N/A
MeLCat	varies	1	50	50	N/A	N/A
Downloadable materials	varies	varies	Varies	varies	N/A	N/A

2. An item not on hold for another patron can be renewed if the maximum number of renewals has not been exceeded. Renewals for MeLCat items must be handled by a staff member.
3. 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.
4. Extended vacation loan periods may be available upon request. Prime Time DVDs, Bestseller Books, Playaway Launchpads, Mobile Hotspots, and other items in demand or with holds will not be given extended loan periods.
5. 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.
6. Patrons will be notified of overdue materials by telephone call, email, text message, or by the United States Postal Service in compliance with state law<sup>1</sup>.
7. Patrons with an account balance of \$20 or more shall lose checkout, proctoring, and meeting room privileges.
8. 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. If a patron remits payment for materials for which they have been assessed replacement charges, the Library will refund the full retail list price paid if the materials are returned in a complete, undamaged condition within thirty (30) days of payment receipt. Refunds are not available for interlibrary loan items.
  - C. Patrons are asked not to buy replacement items.
9. After twenty-one (21) days from the billing date, an account with a balance of \$25 or more may be submitted to a collection agency and a \$10 fee will be charged. A payment plan may be established for a patron whose account was turned over to the collection agency, whereby the patron agrees to pay what is owed on the account within a specified time.
10. 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.
11. 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.

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<sup>1</sup> MCL 397.603 *et seq.* Library Privacy Act

12. Patrons must sign a lending agreement form before borrowing Mobile Hotspots or Playaway Launchpads (see Appendix).

13. In compliance with the Library Privacy Act<sup>1</sup> only authorized users, parents, or legal guardians will be provided detailed information on any Library account.

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Comstock Township Library Board of Trustees