

# PARCHMENT COMMUNITY LIBRARY

## CIRCULATION POLICY

### **1. General policy:**

A card-holder is responsible for all materials checked out on his card.

Newly registered patrons may borrow no more than two items at any one time until their cards arrive in the mail.

A card-holder's account is blocked if there are more than **\$10.00** in accumulated fines or any items more than four weeks overdue.

### **2. Loan periods:**

All items not listed below - 4 weeks, 2 renewals

New Books - 2 weeks, 1 renewal

Graphic Novels – 2 weeks, 1 renewal

DVDs – 1 week, 1 renewal, limit 4 per card

### **3. Renewals:**

Items may be renewed by telephone, e-mail, in person or through the online catalog. Unless they are on hold for someone else, all items may be renewed up to two times except New Books, Graphic Novels and DVDs, which may be renewed once.

### **4. Reserves:**

A reserve may be placed on library materials by telephone, e-mail, in person or through the online catalog. The patron will be notified when the reserve becomes available and must pick it up within three days.

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### 5. Overdue items:

**Fines:** The fine for all library materials, except DVDs and juvenile books, is \$0.10 per library business day. The fine for DVDs is \$0.50 per library business day. The fine for juvenile books is \$0.05 per library business day. The maximum fine for all library materials is \$5.00 per item.

**Grace Period:** There is a 7-day grace period for most library materials. There is a 1-day grace period for DVDs. No fine will be assessed if the item is returned within the grace period.

**Bankruptcy:** If a court grants a patron's petition for bankruptcy and the judgment document is presented to the Library Director, the library will clear all outstanding fines on the patron's account. If the patron has overdue library items, he remains liable for the replacement cost of those items.

When the patron returns or pays the replacement cost for all overdue materials, the Library Director may elect to change the patron's account to "Restricted Access." The patron may then borrow no more than two items at one time. If at the end of one year the patron's account remains in good standing, the Library Director may elect to return the patron's account to normal status. The Library Director has final authority to grant, change, or deny borrowing privileges for patrons who have been granted bankruptcy.

### Overdue Procedure:

A paper overdue notice will be mailed when the item is 4 weeks overdue.

If the item cannot be found, the replacement cost of the item, plus a \$5.00 processing fee, must be paid.

If the item is not returned (or the replacement cost & processing fee paid) within 14 days of the second notice, the overdue account may be sent to a collection agency.

If sent to a collection agency, the overdue account will be assessed an additional \$10.00 fee.

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### 6. Lost items:

If an item cannot be found, the patron must pay the replacement cost of the item. A \$5.00 processing fee will also be charged for each lost item.

If the lost-and-paid item is found and returned in good condition within 6 months, the patron will be refunded the cost of the item. The \$5.00 processing fee will not be refunded.

### 7. Damaged items:

When a patron returns a damaged item which cannot be repaired, she will be charged the replacement cost of the item plus a \$5.00 processing fee.

### 8. Claims returned:

When a patron disputes an overdue notice by claiming the item was never checked out or that it was already returned, six weeks will be allowed for the item to be located. If at the end of six weeks the item is not found, the patron may be charged the replacement cost of the item plus a \$5.00 processing fee. If the item is found in the library, no fine will be assessed.

### 9. Interlibrary Loan:

Patrons who reside within the Parchment Community Library district may request materials to be loaned via MelCat. Patrons may place their own requests at <http://mel.org/melcat> or ask library staff to place the requests for them. All interloaned materials must be picked up and returned to the Parchment Community Library. The patron will be notified when interlibrary loan items are ready for pick-up. Reciprocal card holders must place interloan requests through their home libraries.

### 10. Reciprocal Borrowing:

In-district patrons in good standing may obtain a reciprocal borrowing card at the Kalamazoo Library, Otsego Library, Portage Library, or a MiLibrary card from many libraries in Michigan. A list of participating libraries can be found at <http://www.milibrarycard.org/participating.html>.

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## CIRCULATION POLICY

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