

Magazines and videos check out for one week and are limited to five (5) per patron. Fines for books, magazines and audios are 15¢ per day. Late fees on videos are \$1.00 per day.

If the patron claims to have returned material, the staff will check the shelves no less than three times for the missing material. After the third time, the material will be marked "Claims Returned" for the period of one year. If the material is found on the shelf, we will no-charge check in the material. If the patron returns the material no more than \$3.00 on 15¢ per day items OR \$10.00 on \$1.00 per day items will be charged to them. We ask the patron to go home and continue to search house and car for the material. The patron is ultimately responsible for any and all materials on their account, including claims returned materials. If the material is not owned by Flat River Community Library, we will call the owning library and discuss the situation with them. They make the final decision on how their claims returned material is handled and we will enforce that decision.

Patrons are responsible for any material that is damaged or lost while checked out to them. If a patron discovered damage that is

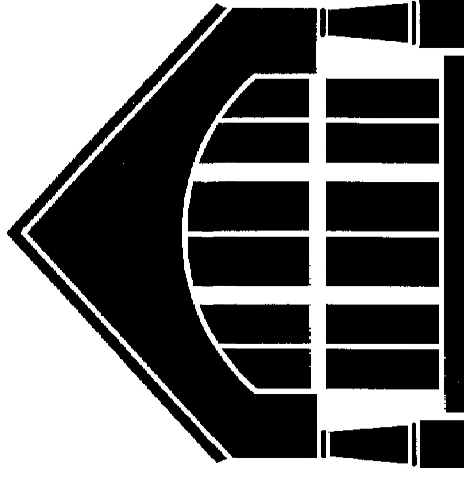
not noted by the circulation staff prior to check out, they must call the circulation desk immediately to avoid being charged any fees for the damage.

The self-serve checkout machine, copiers and internet stations are shut off ten minutes prior to closing.

Patron records will be sent to Unique Management for collection if fines or material fees amount to \$40.00 or more. A fee of \$8.95 will be charged to the patrons account for the services of the collection agency.

Materials may be renewed over the phone, online or in-person at the library. Items may be renewed one time only.

When picking up material that has been requested through interloan, the card that the request was placed on must be present to check the material out.



Flat River Community Library

Policy Brochure

200 W. Judd St.

Greenville, MI 48838

(616) 754-6359

Mon-Thurs: 9:30am-8pm

Fri-Sat: 9:30am-5pm

Sunday: Closed

To receive a library card, the patron must present a valid Michigan driver's license or Michigan identification card. If the patron has neither piece of identification, then an out-of-state driver's license and two pieces of mail (utility, phone, cable bill, voter registration card, medical bill) with the current address will be accepted.

Patrons under the age of eighteen (18) must have a legal guardian present to apply for a card and parent must sign the card. The parent or legal guardian will be responsible for all overdue material, fines and fees on the patrons account. If the minor turns age of majority, they are then, in turn, responsible for their account. A new registration card should be filled out to obtain their signature.

If a patron has lost their library card, they must provide the above stated identification as proof of identity. A fee of two dollars will be charged for a new card. If the patron lives outside our service area, but within our cooperative service area, then our fee is applicable along with any fees their "home" library may charge. There is no charge to replace library cards that are damaged due to natural wear.

Patrons living outside our service area, but attending Greenville Public Schools may have a card free of registration fees for the duration of their school attendance (K-12). Address checks will be done annually.

Institution cards. A responsible employee of the institution will be accountable for all material checked out on this type of card. Contact information should be confirmed annually. These accounts do not go to collection.

Temporary cards are valid for 90 days. These are used primarily by patrons vacationing in our service area. We require their temporary address as well as their permanent home address to be listed on the account. At the end of 90 days, the card will be removed from our system unless there is outstanding material on the account.

The patron is responsible for all fines, fees and charges on their account. The patron is responsible for all materials checked out to them, and should return them in a timely fashion. Fines and fees accrue for late material. Patrons will be charged the full amount for lost or missing items on their account. It is the patrons' responsibility to pay all the charges on their account.

Patrons who do not reside in the Lakeland Library Cooperative service area are subject to a \$25.00 annual fee. These cards are pro-rated quarterly. Families may share a card. The card gives them access to any material currently on the shelf. No holds may be placed. If non-resident patrons would like access to all Lakeland Library Cooperative material, they may pay an additional registration fee of \$85.00 due annually.

Michicard use: Non-resident patrons must be registered at their home library before attempting to check out material at our facility. There is a limit of three (3) printed bound materials: books and magazines only. No audio-visual material may be checked out. No holds may be placed. Patrons in Sidney and Evergreen townships may register for Michicard at the Stanton library but this will limit them to the above stated terms.

Patrons may not check out without their library card. If they do not have their card present, they may not check out materials; however, we will hold their selected materials for 24 hours.

For reasons of privacy, when calling the patron to inform them that their interloan materials have been received, we will not give author/title information over the phone or to anyone other than the patron requesting the material.