

CIRCULATION

Patrons that wish to checkout items from the Lake Odessa Community Library must have a valid library card issued from the Lake Odessa Community Library or a Lakeland Library Cooperative member library. Patrons from Portland or Lyons Township will be issued cards valid at Ionia County Libraries only.

LOAN REQUIREMENTS:

A patron that registers for a valid library card is the only person eligible to use that card. Special circumstances may be allowed, only at the discretion of the librarian in charge.

Patrons checking out materials for the first time will be limited to 3 items.

Patrons checking out FREE videos will be limited to 4 per day.

There is no limit on the number of books checked out to established patrons, provided there are no fines or bills evident on their card.

During the course of the Summer Reading Program, juvenile checkouts may be limited to 5 books per child or 10 juvenile books per family.

SPECIAL BORROWERS:

Library staff may borrow any library materials free of charge. Materials must be checked out and each staff member is responsible for any damage or loss.

RENEWALS:

Patrons wishing to renew items may do so provided there are no holds placed on the item and it is not in high demand. Patrons may renew items once by phone or by going online to the Lake Odessa Community Library Home Page.

LOAN PERIODS:

A. Books:

Adult and juvenile books, both fiction and non-fiction check out for three weeks (21 days) including best sellers. Exceptions include holiday books (Christmas,

Easter, Halloween etc.) that will check out for a 1 week limit (depending on the time of year); instructional test books such as SAT®, ACT, GED that will check out for 1 week, and encyclopedias that check out for 1 week.

Holiday books are limited to (5) per person or (10) per teacher/educator. The librarian in charge may use their discretion to limit this further or allow more depending on what items are available.

B. Periodicals

All periodicals checkout for 1 week with the exception of the newest issue that will remain on display in the library for in-house use only until the next issue arrives.

C. Audio-visual materials:

Audio materials such as books on tape, books on CD and Playaways check out for 3 weeks. . Videos and DVD's check out for 1 week. Patrons checking out electronic media of any kind do so at their own risk. The Lake Odessa Community Library is not responsible for any damage that may be caused by library owned materials.

SPECIAL LOAN PERIODS:

Patrons going on extended vacations may request a longer checkout period for books on tape, books on CD or Playaways.

FINES:

To facilitate the timely return of materials, the library has established loan periods based upon the judgment of a reasonable time period needed by the average patron to utilize the material, and upon the demand for the material.

To encourage the prompt return of materials, the library has established a fine as a penalty and as a reminder to those patrons who fail to return materials by the due date. When materials are not returned promptly, this penalizes other patrons who may wish to have access to these materials within a reasonable time and causes the library to incur additional expenses.

(Procedure for Overdue Patrons)

Patrons with overdue items will receive a phone call from the library when a notice arrives. If in two weeks time a final notice arrives, it will be photocopied and sent to the patron via US mail.

If patrons continue to ignore all phone calls and mailed overdue notices they may be turned over to Unique Management for collection.

The following fines will be charged for overdue materials at the Lake Odessa Community Library.

Books \$5.00	.15 cents per day	maximum	fine
Books on CD \$5.00	.15 cents per day	maximum	fine
Videos/DVD's \$10.00	1.00 per day	maximum	fine
CD's	.15 cents per day	maximum	fine \$5.00
Periodicals	.15 cents per day	maximum	fine \$5.00
Items stating no dropbox fine \$5.00	1.00 per item	maximum	

There will be no grace period on any items.

There is a \$25.00 fee charged for any checks returned to the library for non-sufficient funds.

Any lost items that are paid for may be subject for reimbursement to the patron provided a receipt is presented and no more than six months has passed since payment was received.

USER FEES:

Lost library card	\$3.00 each replacement.
Photocopy	Fifteen cents per page
Photocopy (Large)	Twenty five cents per page.
Photocopy for non -profit groups	Five cents per page
Computer generated copies	Fifteen cents per black and white \$.50 cents per color page
Laminating	Minimum \$1.00 charge/librarian's discretion

Students doing school reports will be given up to 5 free copies before any charges are incurred. This does not include color copies from the computer.

LOST AND DAMAGED MATERIAL:

Minor damage

Crayon, pencil, ink and permanent stain	.50 cents per page
Torn page	.50 cents per page
Torn cover	\$1.00 per cover
Barcode/date due slip missing	\$1.00 per item
Book pockets	\$1.00 per item
Broken or missing CD case	\$1.00 per case
Broken or missing DVD case	\$2.00 per case

EXTENSIVE DAMAGE:

Books – If damages to the book necessitate rebinding the book, the latest bindery cost list will be consulted and will be assessed at that rate. Water damaged books will be examined by the librarian to decide whether to replace or rebind. Patrons with books damaged beyond repair will be charged for replacement cost. When a patron pays the replacement cost on any item, the damaged item is theirs to keep.

Materials and equipment – Fines for damages to materials other than books or printed material will be determined by the cost of the repair. If the item is damaged beyond repair the charge will be based on current replacement costs.

CLAIMS RETURNED:

If a patron “claims” that they have returned an item that shows up on their card as overdue, the computer allows the librarian to change the status of that item to “Claims returned”. A patron is allowed two “Claims returns” on their card before borrowing privileges are revoked.

RETURNS:

Any item returned in the drop-box that is clearly marked with a “DO NOT RETURN IN DROP-BOX” sticker will be subject to a \$1.00 fine on the patron card, provided no damage was done to the item. If damage is evident, the patron will be charged accordingly.

Reviewed:

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Amended:

11-28-07
03-24-10
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