

Harper Woods Public Library

Circulation Policy and Checkout Procedures

Circulation Policy

The library loans materials to valid cardholders with accounts in good standing. Please see below the general item categories that are loaned with information on material type, loan periods, renewal and return options and fines and fees.

Material Type	Loan Period (in days)	Number of Renewals Allowed	Daily Overdue Fee	Maximum Overdue Fee
Magazines	7	1*	\$0.25	\$10.00
Books	21	1*	\$0.25	\$10.00
Audio Items	21	1*	\$0.25	\$10.00
CDs	21	1*	\$0.25	\$10.00
Feature Videos ¹	3	None	\$0.50	\$10.00
Non-Feature Videos	7	1*	\$0.50	\$10.00
Special Collection Items ²	21	1*	\$0.25	\$10.00

* One Renewal is allowed on these materials unless the item is on hold or reserved for another patron

¹ Feature Videos circulate for three days with a \$2.00 fee

² Items that are included in the Special Collection Items category require a cash deposit prior to checkout. The current cash deposit amount is listed in the library's **Schedule of Fees**.

Renewing Items

Most materials may be renewed if they are not on reserve for another patron and have not reached the renewal limit. Patrons can renew items during regular library hours or by using our 24-hour interactive library voice messaging system accessible through a touch-tone telephone at 1-877-270-1273. Items may also be renewed online; use the barcode on your library card and your 4-digit Personal Identification Number (PIN) to access your account.

Overdue Charges

- Items will be considered overdue if they have not been renewed or returned by the due date on the receipt given to patrons at checkout. Please keep your receipt for future reference or contact the library for due dates if the receipt is not available.

- No overdue fines will accrue on days that the library is closed.

Return of Materials

Materials may be returned:

- in the library's Return Bin at the Circulation Desk
- in the Drop Box located on the south side of the library. The Drop Box is available 24 hours; materials returned in the Drop Box when the library is closed will be credited as having been returned the previous day.
- to another Suburban Library Cooperative location

Damaged or Lost Materials

Patrons are responsible for all materials that are checked out on their card and are liable for any damages that may occur to library materials. The library will notify the patron of any charges for damaged or lost materials. In addition to charges for damaged items, a nominal processing fee (\$5.00) may be added for each item that needs to be replaced, fixed or reprocessed.

Fine & Fees

- Payment Requirements – Material Borrowing and Computer Use Privileges

As a courtesy, cardholders may be extended a waiver of paying their fine and fee account balance at checkout as long as the total is less than \$5.00. Accounts that have reached the \$5.00 limit are required to be paid in full (and all materials on the account must be returned) prior to the reinstatement of borrowing privileges.

Collection Statement

After a 45-day period, the library will attempt to collect fines and fees on a library account with excessive fines or fees.³ If collection remains unsuccessful after 60 days, then the account will be sent to a credit agency.

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³The current level is listed in the library's *Schedule of Fees*

General Checkout Procedure Notes

- **Non-Fiction Items**

The checkout of non-fiction items may be limited to three (3) per subject.

- **DVD/VHS Checkout Limitations**

The checkout of DVDs and other video recordings is limited to ten (10) per library card at any time.

There is a checkout limit of five (5) DVDs **per household** 15 minutes prior to the closing time of the library.

- **Special Collection Items**

1. The patron presents the Special Collection item, their library card and a \$15.00 cash deposit to the Circulation Staff.
2. The staff member writes a receipt for the patron (from the receipt book on file at the Circulation Desk).
3. The receipt is to include the following information: Date, Patron's Name, Library Card number, Item Title and Barcode number.
4. The Staff gives the receipt to the patron and checks out the item to the patron.
5. The staff member files the deposit and a copy of the receipt in the designated area.
6. The patron may renew the item one time.
7. If the item is returned on time and in good condition, the patron shall receive the full amount of the deposit.
8. Exceptions:
 - a. Fines or fees accumulated on the patron's account during the circulation of the special collection item shall be deducted from the deposit.
 - b. For special collection items that are not returned within 45 days of the due date:
 1. The entire deposit is forfeited
 2. The patron's account is blocked
 3. The patron's account is assessed a \$5.00 processing fee (if the item is returned after the 45-day-period, then the processing fee only may be waived)