

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*		
Books	21	1*		
Audio Items	21	1*		
CDs	21	1*		
DVDs	7	1*		
Library of Things Items ¹	14	0	\$1.00	\$25

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

¹ The only items in which fines will apply are items within our Library of Things.

Renewing Items

Most materials will automatically be renewed if they are not on reserve for another patron and have not reached the renewal limit. Patrons can request to renew items online at hpw-slc.ba2.iivega.com, 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 returned by the most recent due date issued.
- No overdue fines will accrue on days that the library is closed.
- Overdue charges only apply to items within the Library of Things.

Return of Materials

Items from the Library of Things must be returned at the Circulation with a Circulation Staff member. All other 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 (up to \$5.00) may be added for each item that needs to be replaced, fixed or reprocessed.

If a lost item is paid for and then discovered it is not eligible for a refund.

Fine & Fees

- Payment Requirements – Material Borrowing and Computer Use Privileges
Library card holders with overdue items are prohibited from checking out materials. 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 \$10.00. Accounts that have reached the \$10.00 limit are required to be paid in full (and all materials on the account must be returned) prior to the reinstatement of borrowing privileges.

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.
- **General Items**
There is a checkout limit of fifty (50) items per library card at any time.
- **Library of Things**
There is a checkout limit of two (2) items per library card at any time. See Library of Things Loan Agreement for further details.