

## **BORROWING AND LOAN POLICY**

### **REGISTRATION:**

- Any OWWL System resident or out-of-system resident, may borrow materials from the Livonia Public Library. Upon registration, borrower must present proof of identification and valid address. Out-of-system patrons will receive an “out-of-system” library card at no cost.
- Minors ages 5-17 may register for a library card with parental or guardian approval. Parent or guardian is required to provide valid government issued identification. It is understood that the parent or guardian is responsible for all materials borrowed by the minor. Upon registration, parent or guardian is required to “allow” or “not allow” access to video materials and/or computer use with the minor’s library card. A note will be added to the patron’s record stating their request.
- When a minor library patron turns 18, they are then required to provide their own identification.
- All library borrowers are issued a card with a barcode for use with our automated library circulation system. Although patrons are not required to bring their card with them each time to borrow materials, it is highly recommended. Staff has the right to deny any patron the use of library materials/services for lack of library card and/or government issued identification.
- There is a \$1.00 fee for replacement of lost card.

### **LOAN PERIOD:**

- Library materials (except videos and magazines) circulate on a three-week loan period. Due dates are 3 weeks from the date borrowed. Videos and magazines have a one-week loan period.
- Initial loan period may be extended upon request of patron for a longer period.

### **BORROWING RESTRICTIONS:**

- Patrons may borrow as many library items as they would like to be responsible for (except for NEW videos/DVDs which have a 3 per library card limit).
- Borrowing and other library services will be suspended if any of the following occur:
  1. Accrual of fines totaling \$5.00 or more
  2. More than five different items overdue at the same time
  3. Violation of library policy

### **RESERVES AND RENEWALS**

- Renewal of materials may be done in person at the library, by telephone or online through the OWWL catalog using your library card and pin numbers.
- Depending on the item, materials may only be renewed 1-3 times.
- Specific titles, which have been placed on hold by another patron, may not be renewed.
- Patrons may reserve (“place a hold”) materials using the OWWL catalog or by contacting library staff.

### **FINES:**

- Overdue fines are \$.10 per day per item for all materials (except videos)
- Overdue fines for videos are \$1.00 per day per an item.
- There are NO FINES on all children’s and Young Adult materials (except videos)

### **OVERDUES:**

- Overdue notices are mailed out after library materials are 2 weeks overdue. A second notice is mailed 4 weeks. A third notice mailed out after 9 weeks serves as the billing notice listing price of materials. Included in the letter is notification of suspension of borrowing privileges if items are not returned or paid for within 30 days of letter. If lost items are paid for, but subsequently returned, patrons may keep the items. Money will not be refunded.
- A \$.55 fee will be added to the patron’s account when a bill or late notice reminder is mailed out

**VIDEOS:**

- Patron's ages 5-17 must have parental permission to borrow videos.
- The Livonia Public Library circulates videotapes to minors without content restriction beyond those that may be placed by the parents.

Approved by Board of Trustees: October 8, 2002

Amended: November 13, 2018