



BORROWING AND LOAN POLICY

REGISTRATION:

- Any OWWL System resident or out-of-system resident, may borrow materials from the Livonia Public Library. Upon registration, the borrower must present proof of valid government issued identification and valid address.
- Minors aged 5-17 may register for a library card with parental or guardian approval. A 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, it is recommended that they 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 have the right to deny any patron the use of library materials/services for lack of a library card and/or government issued identification.

LOAN PERIOD:

- Library materials (except videos and magazines) circulate on a three-week loan period. The due dates are 3 weeks from the date borrowed. Videos, magazines, hotspots, and seasonal items have a one-week loan period.
- Initial loan period may be extended automatically by the ILS, online by patron, or 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 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 lost or damage costs
 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 number or password.
- 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 website online (owwl.org) or by contacting library staff.



OVERDUES:

- An overdue notice is emailed out after library materials are 1, 2, and 4 weeks overdue. A second notice is emailed in 4 weeks. A notice mailed out after 8 weeks serves as the replacement bill listing price of material(s). Included in the letter is notification of suspension of borrowing privileges if items are not returned or paid for within 30 days of the letter. If lost items are paid for, but subsequently returned, patrons may keep the items. Money will not be refunded.

Digital Videos (DVD):

- Patrons aged 5-17 must have parental permission to borrow videos.
- The Livonia Public Library circulates DVD's 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

Amended: February 11, 2025