

## Checkout Policy

### Policy Statement

To make materials available to all customers on an equal basis, the Clinton-Macomb Public Library (CMPL) sets limits on loan periods, renewals and holds allowed. Overdue fines are charged to encourage the prompt return of materials.

### Regulations

1. In compliance with state law<sup>1</sup> only authorized users, parents or legal guardians listed in a library account will be provided information about an account or be allowed to pick up a hold or pay fines on behalf of the customer.
2. Customers may place on hold, check out and renew items in accordance with the following schedule:

Item Type	Loan Period	Maximum Renewals	Maximum Type per Account (100 Total)	Maximum Holds per Type (20 Total)
In-demand book, CD, DVD, magazine	1 week	1	50	0 or 20
Holiday	1 week	5	15	15
Feature DVD	1 week	5	50	20
To Go kit	2 weeks	1	2	2
Board book, puppet	3 weeks	5	100	0
Interlibrary loan (MeLCat)	3 weeks	1	50	50
Videogame	3 weeks	5	5	5
Book discussion kit	6 weeks	0	2	0
Specialty items	varies	varies	varies	varies
All other items	3 weeks	5	100	20

3. An item not on reserve for another customer will be automatically renewed if the maximum number of renewals has not been exceeded.
4. Priority in filling holds shall be given to resident and property owner cardholders. When a hold item becomes available the customer will be notified and have 5 days to check it out.

<sup>1</sup> MCL 397.603 et seq. Library Privacy Act.

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5. A fine of 25¢ per day will be charged on each item returned after the date due except DVDs and “To Go” kits (\$1 per day) up to a maximum of \$5 per item. Fines are not charged for days the library is closed.
6. Payment by cash, check, debit card or credit card shall be accepted. Refunds shall not be issued. A \$15 fee shall be charged if a check is returned for insufficient funds.
7. Customers with an account balance of \$25 or more shall lose checkout, proctoring, study room and meeting room privileges. Customers are encouraged to contact a staff member to discuss payment options.
8. After 60 days an account with a balance of \$50 or more shall be submitted to a collection agency and a service fee will be charged.
9. If a customer loses or damages an item, the item’s list price will be charged; any associated fines will be waived. Fines will not be waived for a customer whose account has a history of 3 or more lost or damaged items. Customers are asked not to buy replacement items.
10. If a customer indicates an item has been returned that is still listed as checked out, the item’s status will be set to “Misplaced.” If the customer and the staff are unable to locate the item after 6 weeks the item will be removed from the customer’s account; any associated fines will be waived. A customer whose account has a history of 3 or more items removed that were “Misplaced” items will be charged the item’s list price. Any associated fines will not be waived.
11. Customers with accounts through the Macomb Library for the Blind and Print Disabled (MLBPD) @ CMPL may check out up to 7 large print books for up to 4 weeks and up to 1 audio described DVD for up to two weeks. Fines do not accrue on MLBPD@CMPL accounts. Privileges may be suspended if materials are not returned. Delivery is available free of charge via the United States Postal Service.

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Clinton-Macomb Public Library Board of Trustees