Board Approved: \_\_10/25/23\_\_\_

 Reviewed: \_\_10/25/23\_\_\_

 Revised: 2/2019, 4/2019

**IONIA COMMUNITY LIBRARY**

**CIRCULATION SERVICES**

Any resident of Ionia or has an Ionia mailing address can obtain a library card by providing identification (if requested) and completing a registration form. Residents under the age of 18 can be registered individually with parental approval or be on the family application. Parents/guardians are responsible for materials checked out under either form. We will require the birthdate of the children for programming purposes.

Registrants will be able to check out materials upon registering. Children seven and older may get their own library card.

For the first 90 days, materials will be limited to 3 items per registrant with the exception of DVD’s and those are restricted to 2 per household for 90 days. Checked out materials must be returned before new items are checked out.

During the 90 days a pattern of check outs and returns must be established and understood before the above rules will change to regular patron access and loan period.

**LOAN PERIODS**

Books, including print and audio, magazines and puzzles are loaned for 2 weeks, with one automatic renewal. Renewals are for 2 weeks. If not returned after the renewal an overdue notice will be sent to the user. During the first 90 days, the newest books, and magazines will be restricted in number checked out.

DVDs, during the first 90 days of registration only 2 DVDs per household will be loaned for 7 days. After the 90 days 4 DVDs per household can be loaned for 1 week.

**FINES**

Fines are not collected for the usual over-due material. If materials have been renewed once (out 28 days total) an overdue notice will be sent. If item is not returned with the 2 weeks after the 28 days the user will again be notified and the item will be considered “lost or stolen library property” a fine will then be accessed. Loaning privileges will be monitored until the item is returned or paid for.

**LOST OR DAMAGED MATERIALS**

When materials are lost, the full replacement cost of the items will be charged on a pro-rated basis, determined by the age and condition of the items, plus reasonable service charge for the reprocessing of the replacements. Students/children who have lost materials will have the option to “work-off” the costs by doing volunteer work within the library. The time, job, and value will be arranged and determined by the librarian.

2

**FEES**

Fees will be collected for the following services:

**FAX**  $1.00 for first page and $0.50 for every page after.

**Copy Machine and Computer Prints** $0.10 per page for black and white. $0.25 per page for color. Colored paper provided by Library $0.10 per page plus cost of printing.

All the above Fees are posted at the Copy Machine and the Computer Printers

3