

CIRCULATION OF MATERIALS AND LOAN PERIODS

Presentation of Library Card: A registered patron may check out materials without a library card upon presentation of current photo identification. Checkout will be limited to three (3) items with a valid Michigan Driver's License or Michigan State ID. For minors, current school photo identification or a parent's Michigan Driver's License or Michigan State ID will be accepted. Checkout is conditional upon patron's existing registration record being in good standing.

Standard Loan Periods: The Library establishes standard loan periods for the various materials in the collection. The loan periods are listed in Attachment A. These loan periods apply to all cardholders.

Special Loan Periods: The loan period of interlibrary loan materials is specified by the lending library. The loan period of items from other SLC member libraries may be different than those of Lenox Township. The loan period for any item from an SLC member library is that of the owning institution, even if the time frame is less than that granted by Lenox Township.

Non-circulation Materials: Reference materials, newspapers, and the current issue of magazines do not circulate.

Renewal of Materials: The renewal of library materials may be done in person, by telephone, through dial-in modem access, or at a public access computer within the Library. The materials eligible for renewal are outlined in Attachment A. Most circulating items may be renewed once.

An item that has a hold on it will not be renewed. An overdue item may only be renewed in person or by telephone as long as there is no reserve on it. The overdue fine amount, however is still due. Should a cardholder require more than the allotted six weeks for a specific item, the library must be contacted in order to handle the renewal.

Interlibrary loan materials are only renewable upon approval of the lending library, which also determines the renewal period.

Limits on Materials: To provide as wide an access as possible to the Library's collection, it is necessary to place limits on some materials on a per library card basis at the time of circulation. The limits are specified in Appendix A. There is no limit to the total number of items that a patron may have borrowed against their card at any given time.

Reserve of Materials: As a special service to library patrons, a hold may be placed on eligible library materials by telephone, in person or through dial in-modem access or at a public access computer. The materials that can be placed on reserve are detailed in Attachment A. There is no limit to the number of items that a patron may have on reserve. The patron will be notified in compliance with the Michigan Library Privacy Act when the hold becomes available. The reserved item may only be checked out on the card that the

initial reserve request was placed unless otherwise stipulated on patron's library card application.