

Dorothy Hull Library Windsor Charter Township

Circulation Policy

Any Michigan resident with valid identification may use the collections of the Dorothy Hull Library after filling out a registration card. Children under 18 may use the collections once a parent or guardian fills out a registration card. Children under 18 may have their own library card when able to write their own name, at the discretion of a parent or guardian, and such a card must be linked to a valid responsible adult card. The circulation policy of the Dorothy Hull Library affects all individuals residing at the same household address.

Books and audiobooks on CD that are not part of the reference or new book collections may be checked out for three weeks. New fiction and nonfiction titles circulate for two weeks. They may be renewed without limit unless another patron has placed a hold on the item. Patrons may check out as many books as they are prepared to be responsible for. Please use consideration for other patrons. Reference books are for in-library use only.

Requested items (items for which a patron has placed a hold) will be held for 5 library business days after the patron has been notified that the item is available for them. If other patrons are also waiting and an item has not been picked up, the original requestor will be moved to the end of the hold list and the item released to the next requestor on the list.

Newly released books and audiobooks and up to three magazines at a time may be checked out for two weeks. Magazines cannot be renewed. New release movies on DVD and Blu-ray circulate overnight for one night and cannot be reserved or renewed. These movies are due prior to closing on the next library business day

DVD and Blu-ray movies that are not new releases may be checked out for one week at no charge. . Up to 5 DVD or Blu-ray movies may be checked out at one time.

DVD and Blu-ray movies which are late will be charged at the rate of \$1.00 per day, capped at the list price of the item at time of purchase. This late fee is payable when the item is returned, either in person or by placing the money in the item case in the drop box.

Failure to return any item will result in a loss of library privileges until all late or replacement fees are paid in full. Lost items are charged at the list price of the item at purchase. Replacement fees for items without a list price will be \$18.00 per item.

Adopted January 20, 2005

Amended 8/17/2006; 7/17/2008; 5/20/2010; 5/19/2016; 5/18/2017; 7/20/2017, 09/19/19