

## **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.

Items will be automatically renewed as a courtesy to our patrons up to the limits noted below unless another patron has placed a hold on the item. 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. Check out limits and loan period exceptions may be requested in special circumstances if approved by the Director. Please use consideration for other patrons. Reference books are for in-library use only.

<u>Loan Period</u>	<u>Item/Collection</u>	<u>Checkout Limit</u>	<u>Renewals</u>	<u>Hold Pickup Within</u>
3 weeks	Books & audiobooks, not new	none	5	5 days
2 weeks	New release books & audiobooks	none	1	3 days
1 week	DVD/Blu-Ray, not new, magazines	5	1	3 days
1 week	New release DVD/Blu-ray	5	1	3 days

Failure to return any item will result in a loss of library privileges until 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. Replacement fees will also apply to items damaged beyond repair during use. The director will determine if an item is repairable or replaceable. Patrons are welcome to contact the director for need-based payment arrangements. Items paid for by patrons, whether lost or damaged, become the property of the patron upon payment. The library will not issue refunds for found materials beyond 90 days from payment.

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; 6/11/2020;  
9/9/2021; 8/17/2023