**Luther Area Public Library**

**Borrowing Privileges Policy**

1. Those residents of the Luther Area Public Library service area and of the area covered by the Mid-Michigan Library League, with interest in borrowing materials from the Luther Area Public Library are required to apply for a borrower’s card.
2. There is no annual fee for a borrower’s card of use of the Library.
3. In addition, we participate in the state’s MichiCard program, which is a cooperative and voluntary program among libraries in the State to offer reciprocal book borrowing privileges among their respective cardholders.
4. Library materials may be only borrowed by patrons utilizing their own accounts.
5. If a registered borrower does not have his or her card, items may be borrowed with valid identification.
6. We do not distinguish between a child’s card and an adult card. Children are permitted to borrow any type of library material. A parent or guardian signature is required for children under 18 on the application. We consider the parent as the best judge of what is appropriate for their child.
7. Materials are due by the end of the day on which they are due. Loan periods are varied based on demand for material. The Library Director is authorized to establish and enforce loan parameters for highest utilization. Notices are to be issued to inform borrowers of delinquent accounts.
8. The Library Director is authorized to enforce loan periods through establishment of fines accruing daily for delinquent accounts. Borrowing privileges may be suspended for extremely delinquent accounts.
9. If the overdue items are returned, the price of the items will be waived. However, the fines will still be owed. Once a replacement fee has been paid by a patron, there will be no refund even if the item is found at a later date.
10. Items per patron shall be limited to 20 per account. All items may be renewed according to Luther Area Public Library parameters.
11. New applicants must furnish name and complete street address, a picture ID and telephone number if possible.
12. Interlibrary loans-patrons will be given ten (10) days from the date of notification to pick-up the loaned material. Luther Area Public Library’s ILLs may be renewed if approved by the lending library.
13. Borrowing privileges will be suspended if the patron’s account balance exceeds $10.00 in fines, fees or charges.

Approved by the Luther Area Public Library on: b February 16, 2012

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