

## Loan, Renewal, & Replacement Policy

### Policy Statement

Our Library exists to serve the community and is based on the concept of sharing resources. To make materials available to all patrons on an equal basis, the Van Buren District Library sets limits on loan periods, on the number of renewals allowed and on the number of items that can be borrowed at one time. To facilitate access to resources and reduce barriers to Library usage, the Van Buren District Library does not assess overdue fines.

### Regulations

1. In order share usage of Library materials in an equitable manner, the Library imposes borrowing limits based upon the type of material including but not limited to: the number of days materials may be borrowed, the number of items Library patrons may borrow or have on their library card account at any one time, and the number of times items may be renewed:

Material Type	Loan Period In Days	Renewals Allowed	Maximum Number of Checkout Items	Fine Per Day
Book – Adult & Children’s’	21	2	N/A	N/A
Book – “Hot Pick”	7	None	N/A	N/A
Book – Local History Collection	None	N/A	N/A	N/A
Book – New	14	2	N/A	N/A
Book – Overdrive eBook	14	N/A	*see notation	N/A
Book – Professional Development Collection	None	N/A	N/A	N/A
Book – Reference	None	N/A	N/A	N/A
Microfilm/Microfiche	None	N/A	N/A	N/A
Serial – Magazine (back issue)	7	2	N/A	N/A
Serial – Magazine (current)	None	N/A	N/A	N/A
Serial – Newspaper	None	N/A	N/A	N/A
Sound Recording – Audio Book	21	2	N/A	N/A
Sound Recording – Overdrive Audio Book	14	N/A	*see notation	N/A
Sound Recording – Playaway	21	2	N/A	N/A
Vertical Files/Maps	None	N/A	N/A	N/A
Video/DVD	7	2	10	N/A

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Video/DVD – “Hot Pick”	7	N/A	N/A	N/A
Video/DVD – New	7	N/A	N/A	N/A
*The maximum number of combined Overdrive ebooks and Overdrive audiobooks that may be borrowed at any one time is 5.				

1. The loan of physical Library materials must be done in person, but renewal may be done in person, by telephone or through the online catalog on the Library’s website.
2. Extended loan periods may be available upon request at the time of checkout. Any item that is on a reserve list cannot be renewed.
3. All materials will be considered in an overdue status if they have not been renewed or returned before the Library’s next open day after the due date.
4. Members will be notified of overdue materials by telephone call, email, text message, or by United States Postal Service in compliance with state law<sup>1</sup>.
5. Replacement charges will be assessed to the borrowing patron’s library card account for materials not renewed or returned to the Library 35 days after the due date, or for Library materials returned in an incomplete or damaged state.
  - A. The replacement charge will be the full retail list price of the material including a non-refundable processing fee of \$3.00 per item. In cases where the original list price of an item is not known, the Library will charge a standard replacement fee of \$20.00 for hardback books and \$10.00 for paperback books.
  - B. If a Library patron remits payment for materials for which they have been assessed replacement charges, the Library will refund the full retail list price paid if the materials are returned in a complete, undamaged condition within 180 days of payment receipt. Processing fees are not refundable.
  - C. Patrons will not be given the option to replace a lost item, and substitute items will not be accepted in lieu of payment.
6. Any member with an account balance exceeding \$20.00 shall forfeit borrowing and renewal privileges. They also forfeit the use of premium Library services such as access to some remote access electronic resources, as determined by Library administration.
7. In compliance with the Library Privacy Act<sup>1</sup> only authorized users, parents or legal guardians will be provided detailed information on any Library account.

<sup>1</sup> MCL 397.603 *et seq.* Library Privacy Act.

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8. The Library reserves the right to make some materials non-circulating and only available for in-Library use.
9. Members should resolve loan status disputes before paying for materials.
10. This policy supersedes all previous Van Buren District Library loan, renewal, fine, and replacement policies.

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Approved: October 22, 2019. Effective January 1, 2020  
Van Buren District Library Board of Trustees