

InterLibrary Loan or MeLCat

From time to time a patron may wish to interloan materials from other Michigan libraries outside of the TLN cooperative service. MeLCat printed items may be renewed one time for three weeks. These materials are the property of other libraries and are subject to their replacement fees should the item become lost. Any lost or damaged item is the responsibility of the patron. The patron is liable for any and all cost relating to the lost or damaged item.

Standard Loan Rules

- The patrons are responsible for materials checked out on their library card whether the card is used by the owner of the card or anyone else.
- Any materials borrowed from the library are subject to a due date and the patron is expected to respect that date; a late fine will be imposed if materials are returned after the due date.
- Materials may be renewed by internet, telephone, or in person.
- The patron must have valid library card or identification or the item at the time of renewal in the Library.

Damaged or Lost Items

The patron is responsible for all materials checked out on their cards and will be billed for damaged or lost items. Damaged items are sent for collection review and the patron will be billed preset charges for repairs. In the case that an item cannot be repaired and must be withdrawn, the full replacement cost of the item will be billed to the patron. Lost items are the responsibility of the patron. There is a \$2.00 processing fee charged for replacement copies.

Suspension of Privileges

The Library will suspend a patrons' borrowing privileges after the patron has accrued a total of \$ 15.00 worth of fines on his/her library record. A patron's record will be cleared and privileges reinstated upon payment of owed fines.