Charlevoix Public Library  
General Use and Circulation Policies  

Approved: December 12, 2019

Library Usage:
- The Charlevoix Public Library is open to all for general use of the facility.

Resident Cards:
- The Charlevoix Public Library offers resident borrowing privileges to all residents of the Library District as well as property owners.
- For patrons 13 years and older, the patron must visit the library and provide identification to show proof of residency in the district.
- For patrons five through twelve years of age, a parent or legal guardian must sign the library card application.
- Library district resident cards expire after three years from the issue date. At that time, contact information will be confirmed and the card renewed for another three-year period.

Non-resident Cards:
- The Charlevoix Public Library also participates in the MI Library Card statewide library program. In order to be granted borrowing privileges, a patron must present a library card from their home library with a MI Library Card sticker affixed and will be granted non-resident privileges.
- MI Library card holders have access to placing PAC2 holds. They must place and pick up Melcat holds or other ILL requests at their home library.
- Banks Township residents, who do not live in the Charlevoix Library District, will be offered a yearly, non-resident card.
- People employed by an employer within the Library District boundary, will be offered a one year, non-resident card. The patron must visit the library and show proof of address and proof of employment.
- Non-resident students, providing proof of attendance at a school within the library district, will be offered a one year, non-resident card.
- If a patron would like borrowing privileges but does not meet the criteria above, a non-resident card may be purchased. A yearly card is available for $100.00 and a 3-month card is available for $25.00.
- Non-resident cards will expire either one year or three months from issue date. After contact information is confirmed, an extension is granted (could involve an additional fee.)
- CPL participates in the PAC2 Consortium and accepts all PAC2 library cards.
- CPL has reciprocal borrowing agreements with many of the Northland Library Cooperative libraries. See the NLC website for a current list of participating libraries:  
  https://www.nlc.lib.mi.us/  
  Cardholders from these libraries must present proof of address and their library card at the circulation desk in order to register.

Loan Policies:
- DVD – one week, with a check-out limit of ten at a time
- Leased Books – one week
- New books – two weeks
- Magazines (except current issue) – three weeks
- Books, Audiobooks, CD’s – three weeks
- Equipment – one week

Renewals:

General Use
Many items may be renewed unless there is a waiting list for the item or if it is a non-renewable equipment item. Renewals may be done at the circulation desk, by phone, or online through your library account.

**Reserves/Holds:**
- Reserves/holds may be placed on any circulating item in the catalog, except for leased books and equipment. Reserves may be placed at an information desk, by phone, or online through your library account. When the item becomes available, the customer will be notified via email or phone. Those authorized to pick up holds for another user are those persons listed on the card and/or those who possess the hold owner’s library card at the time of check out.

**Limits:**
50 items per card, total 10 DVD’s checked out at a time

**Overdues:**
- An overdue notice will be sent after three weeks; a second notice will be sent after 6 weeks; at 8 weeks past the last due date, the customer will be charged replacement cost for the book plus a $5 processing fee.
- With accumulated fines over $100, Patron may be referred to collection agency.

**Fines and Fees:**

- **Overdue materials:** When an item is 8 weeks past its last due date, the patron will be charged replacement cost for the item plus a $5 processing charge. Equipment: $5/day overdue
- **Library card privileges blocked at:** $10.00 in fees owed
- **Fax:** $1.00 to send and 10 cents/page to receive
- **Copies or prints (B/W or color):** 10 cents/page
- **Lost/damaged book:** Replacement cost plus $5.00 processing fee
  - Replacement cost refunded with return of un-damaged item, up to three months after payment.
- **Default replacement price when actual price not known:** $25.00
- **Requested item NOT picked up** No charge
- **Library card replacement** No charge
- **Notary Service** No charge
- **3D prints:** (see 3D Print Policy) Variable