

Information for Patrons

The Romulus Public Library is a member of The Library Network (TLN), a cooperative of over 60 public libraries in southeast Michigan. Circulation of materials is available to all registered library cardholders in TLN with a valid library card.

Patron Responsibility

When becoming a library cardholder, the patron agrees to comply with the policies of the Romulus Public Library and accepts the following responsibilities:

- Patrons are required to present their valid library card in order to checkout materials.
- Library materials checked out are the sole responsibility of the patron whose card was used for checkout.
- Patron agrees to return all borrowed items by the due date or pay overdue charges as designated by the owning library.
- Patron will pay replacement costs assessed for lost, unreturned, or damaged items.
- Patron will not lend their card to others.
- Patron will report changes in their name, address, phone number, and email.
- Patron will report lost or stolen cards.
- Patron will obey the rules of behavior when visiting the library.
- When signing a library card application for a child under the age of 18, the patron accepts full responsibility for fines and other charges on the child's card, lost or damaged items and accepts responsibility to monitor and approve the child's choice of library materials and other information resources.

LIBRARY HOURS

Monday–Thursday 10 a.m.–8 p.m.

Friday 10 a.m.–5 p.m.

Saturday 10 a.m.–5 p.m.

Closed Sunday

ROMULUS PUBLIC LIBRARY

Circulation Policy & Information

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Approved by the Romulus Public Library
Board 10/6/2014

**R O M U L U S P U B L I C
L I B R A R Y**

**11121 Wayne Road
Romulus, MI 48174**

**734-942-7589
www.romulus.lib.mi.us**



**Romulus
Public
Library**

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**R O M U L U S P U B L I C
L I B R A R Y**

Romulus Public Library Circulation Policy & Information

Library Cards

Adults (18 years or older) residing in the City of Romulus or Huron Township are eligible to receive a library card. Cards must be requested from the Romulus Public Library and proof of residency is required. Acceptable proof of residency includes a valid driver's license or Michigan state ID with current address. If you have recently moved and your identification does not reflect your current address, you may show a current utility bill, property tax bill, voter's registration or paycheck stub (dated within past 30 days) along with your driver's license or state ID.

Children and young adults (under age 18) may receive a library card with the consent of their parent or legal guardian. Upon signing the library card application for a minor, the parent or legal guardian accepts legal responsibility for late fees, lost materials, and any damage to library materials.

There is a charge of \$1.00 to replace lost cards.

Loan Periods

- Books, audio books and music CDs may be checked out for 21 days
- DVDs and magazines may be checked out for 7 days

Returns

Borrowed materials can be returned at the circulation desk or placed in the outside drop box.

Managing Your Account

It is recommended that patrons manage their account through the Online Catalog by clicking on "My Account". A library card number and PIN are required for logging in.

Logging in to "My Account" allows patrons to see what items they have checked out and when they are due, see what items they have on hold and if requested items are available for pick-up and renew materials online. Patrons may also see if they have fines or other charges and they can pay fines and charges over \$5.00 online using a credit card or PayPal account.

Renewals

Borrowed materials may be renewed twice, unless another patron is waiting for that item. Materials may be renewed through the online catalog by clicking "My Account" (you will need your library card number and PIN) or by using our 24/7 Automated Phone Renewal system. Dial toll free 1-888-672-8983. Items may also be renewed at the circulation desk or by calling the library at 734-942-7589 during regular library hours.

Fines

Patrons are responsible for returning library materials on time. A date due slip is issued at the time of checkout as a courtesy. Materials owned by the Romulus Public Library that are not returned by the due date will be issued the following fines:

- Books, audiobooks, music CDs and magazines: .20 a day per item
- DVDs: \$1.00 a day per item

There is no grace period. Fines for items borrowed from other TLN libraries or through MelCat are determined by the owning library. Patrons accumulating fines exceeding \$14.99 will lose their borrowing and computer privileges until the fines are paid down to under that amount or paid off completely.

Overdue Notices

A notice is sent out to patrons two days prior to the due date as a courtesy. If the item is not returned after 7 days from the due date, an overdue notice is sent out and overdue charges will apply. If the item is not returned after 30 days from the due

date, an "assumed lost" notice is sent out and the patron is billed for the item. If the item is returned, the bill will be waived but the patron will still owe the overdue charges. Notification of fines/lost item charges of \$25 or more that are 51 days past due will be forwarded to a collection agency and an additional charge of \$10 will be added to the patron's account. The library does not accept replacement copies of lost items obtained by the patron. If a lost item is paid for and found within 30 days of payment a refund will be granted minus any overdue charges. Patrons will be notified by email if an email account is placed in their patron record. If no email account is present in the patron record, the patron will be notified by phone.

Interlibrary Loan

If the library does not own an item or the item you need has been checked out, a copy may be requested from another library. For items available at other TLN libraries, this can be done through the online catalog from any computer with internet access, at the circulation desk, or by calling the library. Items that are not owned by any TLN library may be requested by a library staff member through the Michigan eLibrary (MeL).

Patrons are notified when items are available for pick-up by email or phone. Interlibrary loan materials will be held for pick-up for one week, after which they will be returned to the lending library or forwarded to the next patron in the queue. Interlibrary loan materials are to be returned to the library where they were picked up.

Purchase Requests

If the library does not own an item that you need, a recommendation for purchase can be made at the circulation desk. Your request will then be considered for purchase at the discretion of the Library Director.