

CIRCULATION POLICY

The Homer Public Library cards are available to anyone who fills out an application. Applicants will be asked to show a valid Michigan driver's license or Michigan state ID with their current address on it or 2 (two) of the following items: a current lease agreement, utility bill, property tax bill or paycheck stub (dated within past 30 days) along with the driver's license or state ID.

Minors who wish to have their own library card, must have the signature of their parent or legal guardian. **The parent or legal guardian needs to understand that they are financially responsible for all damage fees or lost book charges incurred by their child or children.** The parent or legal guardian needs to understand, also, that if they have fees, they will not be allowed to open an account for their child until all of the fees on the responsible adults account are paid in full.

Signing an application tells the library that a signer accepts responsibility for all materials checked out under that library patron and that materials will be returned on time and in good condition.

As of May 1st 2024: Library materials go out for the period of 4 weeks and may be renewed no more than 1 time (8 weeks in total). The exceptions are:

- Any material that has a waiting list
- DVDs (*Can only be check out for one week and cannot be renewed*)
- WiFi Hotspots (*Checks out for two weeks but cannot be renewed*)

As of July 26th, 2021 there are no overdue fines on books and magazines but items are still expected to returned by the due date that is stamped in each item. Overdue fines are charged on DVDs and the charge is 5 (five) cents per day per item. A two (2) day grace period will be given before fines begin accumulating. The maximum amount will be the replacement costs of the item. **Fines are, also, charged on WiFi Hot Spots. The fine is 5 (Five) dollars per day and there is no grace period.**

The first-time materials are borrowed, individuals may borrow only two items. After the items are returned on time and in good condition, the number of materials borrowed at one time is limited only by the discretion of the librarian, except for DVDs, **where there is a limit of 10 per household.**

The Homer Public Library staff have discretionary control for overdue fines, damage fees and replacement costs. In 2013 a zero-tolerance policy was passed and is still in place, which means if a patron has outstanding fees their library borrowing privileges can be suspended until all monies have been paid.

If a person claims to have returned an item but it is not found in the library, his/her word will be taken the first time this occurs and it will be noted in the patron's record. The second time the patron claims to have returned an item, and it is not found the patron will be responsible for replacement cost of the item.