

Cass District Library
Circulation Periods & Borrowing Privileges
Board Approved December 18, 2002
Revised June 21, 2006
Revised October 15, 2014
Revised January 15, 2020

Circulation Periods

Item	Loan Period	Items Allowed Per Card	Renewals Allowed
Books J, YA, A	28 days	50	Two
New Books (Red Dot) & Launchpad Tablets	14 days	6	One
Audio Books	28 days	6	One
Books Delivered Via Home Service	28 days	50	Unlimited
Magazines	7 days	10	One
DVDS & Video Games	7 days	6	One
Music CDs	28 days	10	One
Fernwood Passes	5 days	1	None
Inter-Library Loan Items	Lending library sets due dates and renewal limits.		
Digital materials	Database sets due dates and renewal limits.		

Overdue Procedures

Materials become overdue one day past the loan period (see second column above). Renewals are permitted any time prior to an item being fourteen days overdue.

Notices

Patrons will be notified by phone, mail, or email when items become seven days overdue. Notification preferences are established when a patron opens a library card and can be changed at any time at the circulation desk. After fourteen days overdue, patrons will be notified again and borrowing privileges will be suspended.

Patrons are mailed a final notice at twenty eight days overdue. Final notices serve as a bill, detailing the replacement costs of all overdue items, which are subsequently charged to the account. Delinquent accounts \$30.00 and over will be submitted to collections and assessed a nonrefundable \$5.00 charge.

Returning overdue items at any time will remove replacement charges from a patron's account and will reinstate borrowing privileges. If a \$5.00 collections fee has been added to an account, the fee must be paid prior to reinstatement of borrowing privileges.

Patron is responsible for, lost or damaged materials, in keeping with issuance of library card. Library employees' inability to contact patron by phone, mail, or email is the cardholder's responsibility (see Registration Policy).

Local History materials may be used only at Local History Library.

Borrowing Privileges

Lost or Damaged Materials

Patrons will be charged the current replacement cost for lost and damaged items. CDL will NOT refund the cost of lost items if these items are later recovered.

CDL submits accounts with \$30.00 or more owed in fees to a collection agency and assess a nonrefundable \$5.00 fee.

Suspension of Borrowing Privileges

Accounts with items over fourteen days overdue are suspended until items are returned or replacement costs have been paid. Suspensions extend to all CDL locations.

Cass District Library Service Area

Library cards for borrowing privileges are issued without charge to persons who are residents of or who own property in the townships represented by darkened squares on the map below:

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Silver Creek*	Wayne*	Volinia	Marcellus *
Pokagon	LaGrange	Penn	Newberg
Howard	Jefferson	Calvin	
Milton	Ontwa	Mason	Porter

Volinia, Pokagon, LaGrange, Penn, Newberg, Howard, Jefferson, Calvin, Porter, Milton, Ontwa and Mason townships comprise the legal service area of Cass District Library.

*Cass District Library maintains reciprocal borrowing agreements with Dowagiac District Library, Marcellus Township's Wood Memorial Library, and the Van Buren District Library. Reciprocal cards issued only to patrons in good standing at their home library.

Annual Card for Non-Residents

A library card will be issued at no charge to any person attending school or employed by a school or community agency in Cass County upon proof of enrollment or employment and verification of permanent residence.

Non-Resident Fees

Other Michigan residents may have borrowing privileges by paying an annual fee of \$25.00 per family. Out-of-state residents may have borrowing privileges by paying an annual fee of \$40.00 per family.

Registration, Renewal and Replacement of Library Cards

Registration: Required information includes: name, address, business address (if any), proof of residence (see below) and telephone number (preferably more than one). Cardholders are required to inform the library of changes in address and telephone number.

Consent from a parent or legal guardian will be required for a minor. The person who signs the library card application for a child under the age of 18 years is responsible for any outstanding overdue, lost, or damaged material on the child's library card. Registration forms may be sent home with minors for adult signature. Parents/guardians may decide when children are ready to receive their own library card.

If a patron is under 18 years of age and married or emancipated, he/she may have all the privileges and responsibilities of an adult patron.

Proof of Residence: A driver's license, tax receipt, voter registration card, Michigan identification card, property deed, utility bill, bank checks with imprint of name and address or mortgage/lease agreement will be accepted as proof of current residence.

Renewal: Library cards are issued for 3 years (in legal service area) or 1 year (all other cards). Library cards will not be issued or renewed for patrons or institutions with outstanding fees. Verification of patron registration information will be made at each renewal.

Lost, Damaged or Stolen Cards

There is a \$2.00 charge to replace a library card. This fee may be waived at the discretion of Circulation/Branch Manager due to extenuating circumstances: for example, a child placed in foster care without his/her belongings.

Presentation of Library Card

Patrons are encouraged to present a valid Cass District Library card at time of checkout. Staff may also locate the borrower in the library's database by name and ask the patron to state their address, phone number, and/or birth date to verify identity.