

## Registration

All borrowers must be registered and must have a valid local or system patron card to borrow library materials. Patrons must fill out an application form to register for a new library card. Identification is required. A driver's license or student ID is preferred, however, any other official ID or recent piece of mail not of a personal nature may be acceptable. Applicants under 13 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. Children over 13 must include the name of a parent or guardian; however, a parent or guardian's signature is not required. Materials cannot be checked out until a library card is issued.

## Lost or forgotten cards

If a member loses his/her library card, he/she should notify the library as soon as possible and request a replacement. There is a charge of \$1 for a replacement card. All members are expected to bring their library cards. In the absence of a library card, staff will allow checkout of materials with a valid, government-issued ID that corresponds with the member's information on file.

## Loan Periods

- Books, magazines, audiobooks, and music CDs check out for three weeks.
- TV series on DVD check out for two weeks.
- DVDs check out for one week.
- Interlibrary loan materials are due on the date indicated by the lending library.
- Reference books, including local history materials, do not circulate.

## Fines and Charges

Turtle Lake Public Library does not charge fines for overdue materials. However, patrons are expected to return materials by their due dates to insure that all library users have equitable access to materials.

Materials are considered overdue if not received by the due date. Materials returned in the book drop when the library is not open are considered to have been returned on the last open day of the library.

Patrons are responsible for all materials and equipment checked out on their library card, including ILL items. Patrons are required to pay for material and equipment which is lost or has been damaged while checked out to them. The library does accept replacement copies of lost material in lieu of charges, but has to be exact item description (i.e. hardcover or softcover).

Ten dollars or more in unpaid fees will result in suspension of borrowing privileges until the amount owed is paid. Suspension rules of other libraries will be honored at the Turtle Lake Public Library.