



# Policy Manual

## PUBLIC POLICIES

### Policy P4: Miscellaneous Provisions

All materials must be checked out with a valid library card and in accordance with the Library Policies and Procedures. A library card must be presented at checkout (enforcement effective September 1, 2013).

1. Borrowing Materials: Any materials borrowed from the Library must be checked out and fully processed on a valid Library card. A library card must be presented at checkout (enforcement effective September 1, 2013). Patrons whose Library cards or access codes are used by others are responsible for all charges, fines and fees that may result from that use.
2. Renewals: Patrons may renew loans of materials charged out from the Library in person, by telephone, or through the library's online catalog. Renewals are for three weeks from the date of renewal unless a shorter time is specified in the Schedule of Loans, Fines and Fees. Loans of materials that are designated as "short loan materials" may not be renewed. A loan cannot be renewed if another patron has placed a hold on the material.
3. Holds: Patrons may reserve materials (a "hold"). This may be done in person, by telephone, or through the library's online catalog. Names shall be added to the hold list in the order in which they are submitted, and patrons shall be contacted when the item is available. The library card used to place a hold must be presented at checkout. Items may only be held for a limited time. Patrons requesting the use of an Afterhours Holds Locker must retrieve the items from the Locker before the building opens on the next business day. Lockers will be cleared of items at the start of the next business day.
4. Materials From Other Libraries: The above policies pertain to materials owned by the Novi Public Library and not necessarily to materials obtained from other member libraries of The Library Network or other libraries that share their materials with Novi Public Library.

Approved: June 19, 2003; Amended: May 1, 2010; Amended: August 15, 2012; Amended: January 16, 2013

Signed:

Mark A. Sturing  
President  
Novi Public Library Board of Trustees