The Coopersville Area District Library circulates a wide variety of materials, from books and movies to popular music CDs and video games! Read below for additional information regarding our circulation policies.

Lending Items:

These items may be checked out for three weeks:

- Books
- Music CDs
- Audiobooks
- Nonfiction DVD's
- Computer software and CDRom games

These items may be checked out for one week:

- Magazines
- Feature Films DVD's older than 4-6 months (\$1.00 rental fee)

These items are checked out overnight.

• New Release DVD's (\$1.00 rental fee)

Renewals:

Most items can be renewed once if no one else is waiting for them.

- Renew in person at CADL.
- Renew by phone at (616-837-6809).
- Renew online.

Overdue Fines:

- Fines for most items are 15 cents per day up to a maximum of \$4.95
- Fines for feature films are \$1.00 per day up to a maximum of \$10.00.
- View your <u>patron record</u> to check for overdue fines.

Lost and Damaged Items:

- Items not returned will be charged to the patrons account.
- A \$3:00 fee per item <u>may</u> be charged to cover the cost of reordering and processing of lost materials.
- Patrons are responsible for damaged materials. Fees will be assessed according to the amount of damage. Replacement costs may be charged.

Other Fees:

• Returned check fee: \$15.00

• Replacement library cards: \$3.00

• Collection services fee for items not returned: \$8.95

Place a Hold:

Holds may be placed on most library materials through the <u>online catalog</u>. If the item you want is not available at a Lakeland Library Cooperative library, CADL cardholders can order online through melcat.

Email Alerts:

Let us contact you by **Email Alert** when your holds are ready or you have an overdue item.

Returns:

Library materials checked out from Coopersville Area District Library should be returned to Coopersville Area District Library.