

LOAN PERIODS AND FINES

<u>Materials</u>	<u>Loan Period</u>	<u>Daily Fine</u>	<u>Maximum Fine</u>
Books	3 weeks	25¢	\$10.00
CD-ROM Software	3 weeks	\$1.00	\$10.00
Compact Discs, Audiobooks	3 weeks	25¢	\$10.00
DVDs—Feature Films	1 week	\$1.00	\$10.00
DVDs—Nonfiction	3 weeks	\$1.00	\$10.00
New Adult & Genre Fiction	1 week	25¢	\$10.00
Magazines	3 weeks	25¢	\$5.00
Playaways	3 weeks	25¢	\$10.00
Videogames	1 week	\$1.00	\$10.00

OTHER FEES

Lost or Damaged Materials

Cost of replacement plus \$5.00 processing fee

Deposit Books (GED, ASVAB, etc.)

\$20.00 cash deposit at check-out (held until the book is returned).

Overdue fines will be deducted from the deposit.

Lost Library Card — \$2.00

Printing and Photocopies — 20¢ per page

Self-Service Fax — Determined by Vendor

Computer Guest Cards — \$3.00 for up to 3 hours used in one day

HOURS OF OPERATION

Monday through Thursday

9:00 AM to 8:00 PM

Friday

9:00 AM to 5:30 PM

Questions, comments, or concerns should be directed to the Library Director, 29777 Gratiot Avenue, Roseville MI 48066.

Welcome to the Roseville Public Library



29777 Gratiot Avenue

Roseville, MI 48066

(586) 445-5407

Website: www.rosevillelibrary.org

Email: rsvlibrary@roseville-mi.gov

YOUR LIBRARY CARD

1. Any legal resident or taxpayer in the City of Roseville is eligible to register for a borrower's card. Proof of residency or taxpayer status is required and approved forms of identification are available at the Check-Out Desk. Residents in neighboring communities should obtain cards from their home library.
2. Library card applications for residents under the age of 18 must be signed by a parent or guardian and both must be present at the time of issue. Driver's license of the parent or guardian must be presented as proof of residency.
3. Residents of Roseville are also eligible to borrow materials from any other library belonging to the Suburban Library Cooperative. Your Roseville card may be used in the public libraries of Armada, Center Line, Chesterfield Township, Clinton Township, Eastpointe, Fraser, Harper Woods, Harrison Township, Lenox Township, Macomb Township, Mount Clemens, New Baltimore, Ray Township, Richmond, Romeo, Shelby Township, St. Clair Shores, Sterling Heights, Troy, Utica and Warren.
4. Residents or taxpayers in other communities that are covered by the reciprocal borrowing agreement will be permitted to borrow materials from the Roseville Public Library using their library card.
5. Students in schools located in Roseville and employees of businesses located in Roseville, but are not Roseville residents, are also eligible for an annual COURTESY card for use at the Roseville Public Library only. Acceptable proof of enrollment or employment must be shown annually. Some materials are exempt from use with the courtesy card.
6. Non-residents and those otherwise ineligible for a card may purchase a cooperative-wide borrower's card for \$200.00 per year.
7. When your card expires, you will be required to renew your card by again presenting proof of eligibility.
8. Active duty military personnel living in any community may receive a library card. Please contact the library for more information.

LIBRARY CARD RULES & POLICIES

As approved by the Library Commission
(The Library's policies may be found on the website)

1. Library cards are not transferable and can only be used by the named account holder. Spouses, minor children, and other family members are required to obtain their own library card.
2. No material may be checked out without presenting a valid library card.
3. The named account holder is financially responsible for the loss or damage to any materials checked out on his/her card. Signing parents or legal guardians of minor children are responsible for all materials and fees belonging to the minor's account.
4. Cardholders are responsible for reporting a lost or stolen card. Until reported, cardholder is responsible for all materials charged to the card.
5. Borrowed material must be returned within the proper loan period. Daily fines will be assessed for materials returned after the loan period expires.
6. Library cards are blocked when five or more items are overdue or when bills exceed \$4.99.
7. Renewal of material may be made in person, over the phone, or online. Some materials may be renewed twice while others are non-renewable. Ask a library employee for assistance if you have questions.
8. Holds may be requested for most material. Holds are not permitted on Deposit books, Reference material, or Video games.
9. Your library account may go to a collection agency and a referral fee will be assessed to your account for materials that are lost, damaged, or not returned in a timely manner.
10. There is no cell phone use in the library. You may use cell phones in the either lobbies if necessary.
11. Certain areas of the library are designated as "Quiet Study" areas. Be conscious of the signs and show courtesy to others in these areas or you will be asked to move to another location within the library.
12. Borrowing privileges and use of the computers may be suspended or revoked by the Director for violation of existing rules and regulations.