

Coleman Area Library
111 First St.
Coleman, MI 48618
(989) 465-6398
www.colemanlibrary.org

General:

- No more than 10 books or periodicals may be checked out on an adult card or 3 on a child's card. For children under the age of 18, a parent or legal guardian with valid ID must apply in person with the child for a library card or internet use. Grandparents, significant others, siblings and other relatives are not eligible to apply for these privileges for a child.
- Adults may check out not more than 5 movies at one time. The charge is \$1.00 for a one week rotation. DVDs may be dropped in the Audio/Visual drop box or may be returned to the front desk during normal business hours. **Late DVDs will be charged a \$0.50 fine for each day that they are late.**
- Most books may be checked out for 3 weeks. New books in high demand may be checked out for two weeks (14 days) and Periodicals are 1 week (7 days) check-out. Some special collection books may only be checked out for 1 week (7 days). Books may be renewed once if there are no reserves pending. You may renew in person or via our web page.
- **Books may be returned to either the outside drop box *after* library hours, or the inside drop box *during* normal business hours.**
- All photo copies or printed pages from the computer are \$0.10 each, single or double-sided.
- Faxing is available at the rate of \$1.00 per page outgoing. Faxes may be sent only within the United States. The first three (3) incoming Fax pages are free, after that they are \$.10 per page incoming.
- No public telephone available for outgoing phone calls.

Fines:

- **A charge of \$0.05 is made for each day a book or periodical is overdue.**
- **A charge of \$0.50 is made for each day a movie is overdue.**
- **A charge for overdue letters is as follows: 1st: free, 2nd (final): \$2.00, Long Overdue Invoice, \$3.00**

Collection Agency Information: Effective July 2012, the Coleman Area Library uses a collection agency to help encourage patrons with overdue materials to return them to the library. This policy was developed with fairness to all library patrons in mind. Materials not returned are not available for others to use or borrow. Also, if materials are not returned, in most cases, money from the library budget is used to replace them. This same money could be much better used to purchase new items for patron use instead of replacing non-returned items. This policy will not affect the vast majority of patrons who return materials on time. The library will still notify patrons that their materials are overdue and patrons will have ample time to respond prior to being turned over for collection.

Reserves:

- Books may be reserved in person, by phone or via our web page. They will be held 10 days after notification before being released to the next patron on the list.
- It will be the patron's responsibility to ask at the desk for the reserved item.

Hours:

Tuesday: 9:00 - 5:00 **Wednesday:** 9:00 - 5:00 **Thursday:** 12:30 - 8:30 **Friday:** 9:00 - 5:00
Saturday: 8:00 -12:00 **Sunday** CLOSED **Monday** CLOSED