

## Schedule of Loans, Fines, and Fees

Overdue fines accrue daily and are based on the type of material checked out. Remember to note your due dates to ensure your items are returned on time.

Type of Material	Loan Period (days)	Renew Limit	Overdue Fine/Day
Adult Books	21	2	20 ¢
Adult Paperbacks	21	2	20 ¢
Large Print Books	21	2	20 ¢
International Books	21	2	20 ¢
Lucky Day Books	7	0	20 ¢
YA (Young Adult) Books	21	2	20 ¢
YA Notes	7	0	20 ¢
Youth Books	21	2	20 ¢
Holiday Books	7	0	20 ¢
7-Day Books	7	0	20 ¢
Circulating Magazines	7	0	20 ¢
Music CDs	7	0	20 ¢
Audiobooks	21	2	20 ¢
Movies (DVDs, Blu-rays)	7	0	\$1.00
Games (PS3, Wii, Xbox)	7	0	\$1.00
Kill-A-Watt Meters	7	0	20 ¢
Bi-Folkal Kits	21	0	20 ¢
Book Club Kits	42	0	\$1.00
Bike Locks	1	0	\$1.00

## Consumable Supplies

Item	Fee
Book Bag	\$2.00
Earbuds	\$1.00
Flash Drive	\$7.00
Fax-Domestic Only (Requires Credit or Debit Card)	
First Page	\$1.50
Additional Pages	\$1.00
Prints-Black & White (8.5"x11")	10 ¢
Prints-Color (8.5"x11")	50 ¢

## Documentation Needed to Register for a Library Card

### Age 18 and over

- Your Michigan driver's license with current Novi address (or address that pays Novi taxes)

**OR**

- Picture Identification
- AND -
- Official documentation showing your name and Novi address, such as current lease, utility bill, or paycheck

### Under age 18

- Parent or guardian (guardianship papers required) with the above documentation
- Parents who sign child's card have access to account information and are responsible for materials

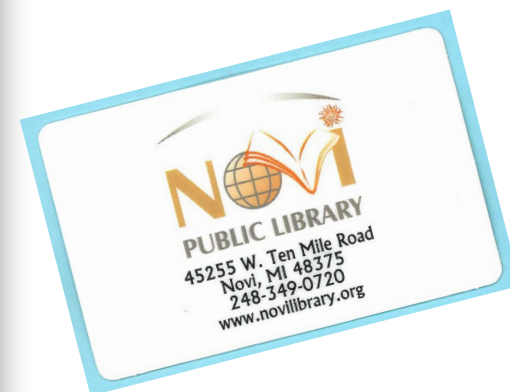
## The Michigan Library Privacy Act

Michigan law protects the confidentiality of library users' records. The records of library materials you request or borrow cannot be disclosed to anyone without your written consent, unless ordered by a court of law. In the case of a minor, parental access is granted if you have co-signed the library card. Refer to Public Policy P3.



Updated 12/14/11

# Checking Out at the Novi Public Library



45255 W. Ten Mile Road  
Novi, Michigan 48375  
(248) 349-0720  
www.novilibrary.org

Monday-Thursday: 10am-9pm  
Friday-Saturday: 10am-5pm  
Sunday: 1pm-5pm\*  
\*Closed Sundays During Summer  
(Memorial Day—Labor Day)

# Your Library Card Provides Access to All Library Materials



## Check Out

Your library card is needed to check out materials.



## Renew Items & Review Your Account

Some items not on hold for another customer and not over the renewal limit can be renewed. Movies, games, and music CDs are NOT renewable. See **Schedule of Loans, Fines and Fees** for renewal limits. You can renew items or review your account by calling an automated 24-hour telephone line at (888) 672-8983 (numerical PIN required) or by going online:

1. Connect to [www.novilibrary.org](http://www.novilibrary.org)
2. Click on **My Account** (top left below header)
3. Click on **Renew Materials & Review My Account**
4. Enter your library card number and PIN
5. Click on **Display User Information**
6. Select **Checkouts** or **Holds**
7. Check the appropriate boxes and enter
8. Wait for confirmation to see if your items have been renewed



## Return Items

Please return materials to the automated 24-hour drive-up return slot. The second return slot is available as back up for the automated system. If you are coming into the Library, please sort your items into the return slots as you enter. Special request items from MeLCat must be returned or renewed at the library from which they were checked out.



## Items Not Available at Novi

Novi Public Library is a member of The Library Network (TLN) and participates in the Michigan Electronic Library Catalog (MeLCat) program. Both programs broaden the number of titles you can borrow beyond our local holdings. There are more than 60 TLN libraries in SE Michigan where you may use your Novi library card. A complete list is available on our website.



## Request an Item

You may put materials on hold by using the online catalog or calling the Information Desk. You will need your library card and PIN. When an item becomes available, you will receive a mailer, an e-mail, or an automated telephone call indicating the item is available for pick-up. Items are held for a maximum of 10 days. In accordance with privacy laws, the library card used to request the hold must be used to check out the item.



## Pick Up Options for Available Items

1. **Self Service Holds** in the lobby - Items are arranged by last name.
2. **Drive-up Window** - Call us to move your available item to the window for pick-up. Allow 2 hours for transfer of materials.
3. **After Hours Holds** - If you cannot come to the Library during NPL business hours, call us to arrange for this service. Your requested item will be placed in a locker available only after closing and until opening the next business day. If not picked up in the allotted time, the item will be removed and the hold will be terminated.



## Drive-up Window

You may pay fines or pick up holds at the Drive-up Window using your library card. Call us to arrange to have your hold waiting for you at the window. Allow 2 hours for transfer of materials.



## Keep Your Account in Good Standing

Fines are charged on overdue materials to ensure the timely return of items for other members of the community to enjoy. If your account exceeds the maximum fine, your library privileges will be suspended until materials are returned and fines are paid. If you have a question about your account, call or visit us online.



## Guidelines for Novi Residents

- Card valid for 1 year
- Charge limit: 100 items
- Holds limit: 25 items
- \$25.00 in fines suspends service



## Courtesy E-mails

If you have selected e-mail notification, you will receive courtesy reminders two days before due dates. Look for emails from: **YourLibrary** <[sirsi@unicorn.tln.lib.mi.us](mailto:sirsi@unicorn.tln.lib.mi.us)>



## Items That Are Lost or Damaged

You are responsible for all materials checked out on your card. Please keep library items in good condition for the next patron. The Library will notify you of charges for lost or damaged items. Substitute materials cannot be accepted in lieu of payment. No refunds will be made.