

CIRCULATION POLICY

Loan Periods

- Books and audiobooks check out for three weeks, and magazines and DVDs check out for one week. Preloaded eReaders check out for three weeks and are not renewable.
- Items checked out will automatically renew unless they are on hold for another patron. All Lakeland material will renew twice unless on hold. MeL items will renew once.

Holds

- Holds may be placed on items that are currently checked out.
- Once a hold comes in, the patron will be notified by email, phone, or text. The item will be held for 7 days on the hold shelf. If the patron fails to check out the item within that time, the item will go back to the owning library.
- Patrons picking up items on hold must use the library card that the item was reserved under.

Overdue, Lost or Damaged Material

- We do not charge overdue fines on our materials, but interlibrary loaned materials may be subject to fines according to the parameters of the owning library.
- The full replacement cost will be charged for lost or damaged items.
- Borrowing privileges will be suspended for all accounts with a balance exceeding \$10. Accounts with a balance exceeding \$45 may be sent to a collection agency and will be charged an additional fee of \$9.85.
- The library is not responsible for any equipment damage that may be caused by the use of library CDs or DVDs.

Lakeland Library Cooperative and Interlibrary Loans

- Saugatuck-Douglas District Library card holders have borrowing privileges at the other member libraries of the Lakeland Library Cooperative. Limits and restrictions may apply, according to the circulation parameters of each individual library.
- Interlibrary loan requests may be placed through the [online catalog](#). New books (6 months or newer) are NOT available for interlibrary loan.
- Titles not available from a Lakeland member library may be requested through [MeLCat](#), the statewide catalog.
- Overdue, lost or damaged charges on interlibrary loan items are assessed according to the policies of the owning library.