

Overdue Materials Policies

Materials circulated by Herrick District Library are the shared property of all district residents. The library practices fair loan policies that allow the collections to serve as many residents as possible. The library uses reasonable rules to encourage the prompt return of materials.

An overdue notice goes out for 21-day checkout materials when they are three weeks overdue and for 7-day checkout materials when they are 10 days overdue. This notice may go out by telephone, e-mail or regular mail. Only one overdue notice will be sent.

The billing notice for replacement cost(s) of unreturned library material(s) is mailed 35 days after the due date.

Materials not returned are not available for others to use. The library has engaged Unique Management Services (UMS), a collection agency, to aid in retrieving these missing materials for others to use and enjoy.

All Herrick circulating materials, except Express items, may be renewed once for the same time period as the original checkout period, provided no other patrons are waiting for those items. Renewals may be done online at www.herrickdl.org, by calling the library staff or by calling our automated telephone line at 494-8282 (please listen to the entire message).

Patrons may not check out or renew items if they have fines of \$10.00 or more, checked out materials with a "billed" status designation or if they are in collections.



Welcome to Herrick District Library



herrickdl.org

Main Library

300 S. River Ave.
Holland, MI 49423
616.355.3100

Hours:

Mon - Tues	9am - 9pm
Wed - Sat	9am - 6pm
Sun	closed

North Side Branch

155 Riley St.
Holland, MI 49424
616.738.4360

Hours:

Mon - Tues	10am - 7pm
Wed - Fri	10am - 6pm
Sat - Sun	closed



Congratulations on your new library card!

You now have what we call the Smartest Card. With this card you can borrow books, magazines, movies, CDs, DVDs and other great materials from the library. You can use the Internet on library computers and take computer classes. You have access to our online library at www.herrickdl.org with the ability to find books and magazine articles, discover what events and programs are happening at Herrick District Library and more!

Using Your Library Card

- Library cardholders must present either their library card or their Michigan Driver's License (Michigan ID) to check out materials.
- You are the only person who may use your library card.
- All materials checked out on your card are your responsibility unless you have immediately reported your card lost or stolen.
- Please notify the library if your address or phone number changes.
- We encourage you to sign up for e-mail notification on our website: www.herrickdl.org. This service provides e-mail notices for holds and overdue items, as well as courtesy reminders three days before items are due.

In Library Services

- Personal service from our helpful and friendly staff
- Programs and events to encourage lifelong learning
- Internet access (*includes wireless access*)
- Computers for Word, PowerPoint, Publisher, Excel, Works, Resume Maker, children's interactive games and more
- Photocopies and computer prints \$.15 per black & white copy, \$.25 per color copy
- Outgoing public fax service - rate set by vendor (*Main Library only*)
- Flash Drives available for purchase
- Microforms \$.15 per copy (*Main Library only*)
- Typewriter: free use - no reservations (*Main Library only*)
- Public meeting rooms (*Main Library only*)



Visit www.herrickdl.org to access our services from home and find out about special events and programs for all ages

Available Materials

Books, Magazines and Pamphlets

Item	Checkout	Fines	Max. Fine
Express books	7 days	\$.15/day	\$4.95
All other books	21 days	\$.15/day	\$4.95
Magazines	7 days	\$.15/day	\$4.95
Encyclopedias	7 days	\$.15/day	\$4.95

Audiovisual Materials

CDs/CD-ROMs	21 days	\$.15/day	\$4.95
Audio books	21 days	\$.15/day	\$4.95
Videos	7 days	\$.15/day	\$4.95
DVDs*	7 days	\$.15/day	\$4.95

*A parent's signature for a library card allows your child to check out videos/DVDs from the Children's, Family and Informational collections.

Downloadables - Available 24/7 at www.herrickdl.org

Overdrive Collection	7 or 14 days	\$0	\$0
Netlibrary	21 days	\$0	\$0

Checkout limits: 25 CDs, 15 movies, 10 magazines

