



## NEW JANUARY 2015 MHERC MEMBERSHIP GUIDE

### You Can Renew Your Library Materials:

- If no one else has requested them
- If renewals are allowed on your items
- If you have not reached the maximum number of renewals allowed
- If your unpaid balance does not exceed \$10.50

If your items cannot be renewed, a staff member will tell you why and the current due date provided will remain. If you do not return the items by said due date, overdue fees will start accumulating.

### NOTICES & PAYMENTS

Please provide us with your current address, phone number and email address! You are still responsible for overdue fees and/or replacement fees if MHERC cannot contact you. The first overdue notice is sent when 2-3 days overdue for 7 day loan items or 7-10 days overdue for 2 week loan items. A second notice is sent 14 days later if the items are still not returned. A Billing Notice is sent when the overdue balance is \$10.50 or more. An item is marked as lost in the system

when staff are unable to contact the borrower 30 days after due date, after which the full replacement fees are charged to the borrower and a written invoice is sent out. Fees may be waived if and only when items are returned or arrangements are made with the Resource Coordinator. If you sign up under your work address, you provide MHERC the right to mail a written invoice to said address with the required replacement fee.

### RESTRICTIONS

Borrowing privileges will be restricted to 1 item per check out ONLY when the unpaid balance on an account is \$6.00 or more. Member accounts will be fully suspended from all benefits if the unpaid balance on an account is \$10.50 or more. Payment plans may be arranged with the borrower and Resource Coordinator if full amount cannot be paid at once. If payment plan is set in place, some restrictions may be lifted if agreed upon between the borrower and Coordinator.

Item	Loan Period	Requests	Renewals	Daily Fine	Maximum Fine
Books 	3 weeks	Yes	4	\$0.40	\$10.50
DVD, Blu-rays, VHS	2 weeks	Yes	4	\$0.40	\$10.50
Audio Resources	2 weeks	Yes	4	\$0.40	\$10.50
Training Kits 	3 weeks	Yes	4	\$0.40	\$10.50
 Magazines	7 days	No	0	\$0.40	\$7.00