

Briggs District Library  
This 'n That Collections  
Lending Guidelines

**Guidelines for Borrowing and Use**

- A valid Briggs District Library card and no outstanding fines over \$5.00 is required to borrow item(s) from the This 'n That Collection.
- All This 'n That Collection Items MUST be returned to the circulation desk. They are not to be returned in the book drop or left outside the library.

**Checkout Limits**

This 'n That Collection items may be borrowed for two weeks. Item(s) may be renewed one time for seven days, unless another patron has a hold on that item(s). Patrons may only check-out five items at a time.

**Fines and Liability**

- The overdue fine per item is \$1.00 per day. Overdue fines are capped at \$12.00 per item.
- The borrower is responsible for the item(s) and will be billed for repair or replacement costs associated with damage or loss of the item(s) and/or peripherals as a result of neglect or abuse.
- It is the borrower's responsibility to protect the item(s) against loss or damage.
- Borrowers may request that staff provide them with the replacement cost of an item(s) prior to checkout.
- Certain item(s) need to be cleaned prior to being returned to the library. If they are not cleaned a \$5.00 cleaning fee will be added to the borrower's account.
- Michigan Penal Code, Act 328 of 1931, MCL 750.362 and 362a, provide that any person who converts for their own use or fails to return tangible library property shall be guilty of larceny, and be prosecuted for a misdemeanor.
- If an item is more than 60 days overdue, it is considered lost or converted to your own use and you will receive a bill to cover the replacement cost plus a \$5 processing fee. If a billed item is returned in good condition, the bill will be removed from your record but you will still be charged the maximum overdue fine.

**Care and Operation**

\* An item may only be used and operated in compliance with Briggs District Library's policies and the manufactures guidelines.

\* The borrower shall not make any modifications or alterations to the item(s).