

# NEW PATRON INFORMATION

**Rauchholz Memorial Library**  
1140 N. Hemlock Rd  
Hemlock, MI 48626  
(989) 642-8621  
fax (989) 642-5559  
[www.rauchholzlibrary.org](http://www.rauchholzlibrary.org)

**HOURS:**  
**Mon, Tues., Fri. 9:00am – 5:00pm**  
**Wed. & Thurs. 1:00pm – 8:00pm**  
**Sat (Sept-May) 9:00am – 1:00pm**

Welcome! We are pleased to have you as a new patron and hope the following information will be helpful.

1. As of July 1, 2014 **ALL** non-residents (those patrons outside of Richland and its contracted townships) will be charged a user fee of \$25 for a single card, \$50 for a family card (2 adults and minor children under 18).
2. Only those patrons in the service area (Richland Township and its contracted townships) will be allowed to interloan materials using the MEL system. Those patrons who DO pay the user fee will have to go to their home library to interloan materials using the MEL system.
3. Only those patrons in the service area (Richland Township and its contracted townships) will be allowed to use the OverDrive Fuel YourMind Digital Collection (e-books & audio books).
4. First time card holders are limited to a two (2) item checkout. No further checkouts will be allowed until those items are returned and fees, if any accumulated, are paid.
5. All materials, except movies, are checked out for 3 weeks. DVDs & Blu-Rays check out for 3 nights at a cost of \$1.00. Those movies that have been deemed educational in nature check out for 1 week at no charge. There is a one day grace period for ALL materials if returned the day *after* the due date.
6. Renewals can be done at the library, over the telephone, or through the library's online catalog (the create an account option is in the top right corner of the catalog site).
7. Overdue charges are as follows:

\$ .10 per day for book, magazines or cds, for days the library is open
50¢ per day for DVDs, Blu-Rays, & videos (including free rentals), for days the library is open
Maximum overdue charges:
\$2.00 per book, magazines, cds, audiobooks
\$5.00 per DVD & Blu-Rays (including free rentals)
Damage fees:
\$2.00 per item if still usable, if we need to replace the item, you will be charged the replacement cost
8. Overdue notices are sent out as following:
  - a. First notice after 7 days
  - b. Second notice after 21 days
  - c. Third notice after 35 days, along with a telephone call
    - i. Anyone receiving a third notice will be restricted from all library privileges

9. **Any patron with a fine of any kind \$5.00 and over will be restricted from all library privileges. Patrons will NOT be allowed to check out items, use computers, or use the Wi-Fi. Fines MUST be paid within the year that the fines have occurred.**
10. Music CDs are limited to 5 cds per library card.
11. Computers and Wi-Fi are available for use. You must read and sign the policy before using the computers and then sign in each time you use a computer. You will be limited to ½ hour of use if other patrons are waiting. **Patrons under 18 must use the filtered computers per STATE LAW.** Patrons must be **18 or older** to receive the Wi-Fi password since it is unfiltered. Abuse of computer policy can result in loss of privileges.
12. Computers are connected to a black & white printer. Three pages **per day** can be printed at no charge. Over 3 sheets is \$.10 per page. Paper is located at the circulation desk and must be paid for in advance.
13. A black and white copier is available for your use. Cost is \$.10 **per side** for 8x11 size and \$.15 **per side** for legal and ledger size paper.
14. The library has a fax machine for public use. Cost for sending and receiving is \$2.00 for the first page and \$1.00 per page after that. There is no cost for a cover sheet. A one page fax will be charged \$2.00.
15. The library has an outside drop box for returns located on the east side of the building. All items may be returned in the drop box (except those that don't fit the opening).
16. The library has an inside drop box in the east entrance way for **ALL** items returned during library hours. It is preferred that all items be returned here during the hours we are open.
17. **Reference books are NOT allowed to be checked out.** You may copy what you need out of reference books only at no charge.
18. The library accepts 'memorials' and 'in honor of' donations. Contact the library if you would like to make a donation.
19. The library has a Friends Group to help with fundraising, volunteering and more. New members are always welcome and dues are \$1.00 per year. The group meets once, every April, to plan activities for the year.