

Rauchholz Memorial
Library 1140 N. Hemlock
Road Hemlock, MI 48626
(989) 642-8621
FAX (989) 642-5559

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	<u>Hours</u>
Monday, Tuesday, Friday	9:00 a.m. - 5:00 p.m.
Wednesday, Thursday	1:00 p.m. - 8:00 p.m.
Saturday	10:00 a.m. - 2:00 p.m.

Saturday Hours are September through May

NEW PATRON INFORMATION

The library staff welcomes you! We are pleased to have you as a new patron. We trust that the following information about services and policies will be helpful for you.

1. All materials, except videos, are checked out for 3 weeks and may be renewed by phone. You will be given a new due date to write on the due date card. Please do not lose the due date card.
2. Please mark your calendar to remind yourself of the due date. The library is automated! If you return your books late to the drop box, the computer will be keeping track of the fines. There is one day's grace period.
3. The overdue charge for books is \$0.10 per book, per library day. Maximum overdue charge per book is ADULT - \$2.00 JUVENILE - \$1.00. Maximum overdue fine per magazine is \$1.00 per magazine. Videos - overdue charge is \$.50 per video, per day.
4. Videos and DVDs are checked out for 3 days. Cost is \$1.00 or free. Free videos are checked out for 7 days. CDs are checked out for 3 weeks and there is a limit of 5 on a library card.
5. If we do not have what you need at our library we can inter-loan it for you from another library. There is no charge for this service. You can also request items yourself from MeLCat. <http://www.mel.org>.
6. Sign up at the front desk to use the computer for Internet accessing or word-processing.
7. A copy machine is available for your use. COPIES: \$0.10 each; \$0.15 for legal size paper.
8. Fax service is available. The first sheet, sent or received is \$2.00. \$1.00 after the first
9. A drop-box for library materials is in the back of the building. Yes, even videos & CDs.
10. Preschool story hour is every Tuesday, from 10:30 - 11:30 a.m. during the school year.
11. The library has a Friends Group. You are welcome to join. The Friends have an annual meeting in March. Dues are \$1.00 per year. They host two used book sales a year and sponsor the summer reading program.
12. Donations for memorial books are welcome. A monthly list is on the library bulletin board.
13. The library has a homebound program, serving numerous patrons in the community. If you are interested, please call the library for information.