

# 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. For the latest news, events, and more, please subscribe to the library's newsletter or visit our webpage, Facebook, or Instagram accounts.
2. Only those patrons in the service area (Richland Township and its contracted townships) will be allowed to interloan materials using the MEL system through our library.
3. Only those patrons in the service area (Richland Township and its contracted townships) will have access to use the OverDrive Fuel Your Mind Digital Collection (Libby) (e-books & audio books) and RB Digital (e-magazines).
4. 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). This does not include interloan services or access to library's digital books/magazines.
5. 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.
6. All materials, except for Dvds and Blu-Rays, are checked out for 21 days. New items and items with holds on them cannot be renewed. There is a one-day grace period for ALL materials if returned the day *after* the due date.
7. Dvds and Blu-Rays check out for 7 nights. There is a one-day grace period if returned the day *after* the due date. There are late fees for DVDS and Blu-Rays of 50¢ per day.
8. Renewals can be done at the library, over the telephone, or through the library's online catalog (the option to create an account is in the top right corner of the catalog site). New items and those with holds cannot be renewed.
9. Damage fees: \$2.00 per item if still usable, if it needs to be replaced, you will be charged the replacement cost.
10. Overdue notices are sent out as following:
  - a. First notice via text or email.
  - b. Second notice after 14 days is a letter
  - c. Third notice after 21 days is a letter with a phone call
    - i. Anyone receiving a third notice will be restricted from all library privileges
  - d. After 6 months if items are not returned, items are turned over for collection

11. **Any patron with outstanding charges of \$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.**
12. Computers and Wi-Fi are available for use and computer use policy must be signed. You will be limited time 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 will result in loss of privileges.
13. Computers are connected to a black & white printer. Three pages **per day** can be printed at no charge. Over 3 sheets 10¢ per page. Paper is located at the circulation desk and must be paid for in advance.
14. A copier is available for your use. Cost for black/white copies is 10¢ **per side** for 8x11 size and 15¢ **per side** for legal and ledger size paper. Color copies are 25¢ per side for both size of paper.
15. The library has a fax machine for public use. Cost for sending and receiving is \$1.00 per page.
16. 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.