Great Lakes Christian College
Louis M. Detro Memorial Library

Community User Card Policies

Residents of Eaton, Ingham, and Clinton counties, 18 years of age or older, may secure borrowing privileges by acquiring a Community User Card. The fee is $50 per year. This fee is waived for current Alumni Association members. The Library also honors Library cards from Libraries that participate in the MeL Visiting Patron Program. To see if you home Library participates in this program, visit http://elibrary.mel.org/screens/participating.html.

Loan Periods:
- Main Stack Collection: 28 days, 2 renewals allowed
- Audio/Visuals: 3 days, 2 renewals allowed
- Periodicals: 7 days, 2 renewals allowed

Loan Policies:
- Maximum number of items allowed to be borrowed concurrently: 20
- Borrowing is not permitted from the following collections: Reference, Rare, Equipment

Community Users must present their Community Card and a photo ID to check out items.

Fines for books and Periodicals are $0.25/day, for audio/visuals $1.00/day. Lost and damaged books are charged for the cost of replacement plus a $20 processing fee.

Renewals may be done through our online catalog, in person, or by phone.

Interlibrary loan service is not available for Community Users.

Community Users may have access to the Library's computers by obtaining a temporary user name and password from the circulation desk. GLCC students, faculty and staff have priority in the use of the Library's computers. Community Users may be asked to relinquish use of Library computers in order to allow GLCC users access.

Access to the Library's computers will give access to the Library's research databases. Remote access to the Library's databases is not available to Community Users.

Access to the Library's printers and copier are available to Community Users for a fee of $0.08/page. You must pay in advance for these services at the circulation desk.

I have read and understood the above policies:

_____

Signature

Louis M Detro Memorial Library
Community User Card Application

Date:_____

First Name_____ Last Name_____

Address_____

City_____, County_____, State <u>Michigan</u>, Zip code _____

Phone Number _____, Email Address _____

Library Staff Approval _____

Office Use

Photo ID Y

Policy Signature Y

Paid Y Alumni

Photocopy Y