

Congregation of Moses Fisher Library

Circulation Policy

Borrowing Privileges

Members from Congregation of Moses, Temple B'nai Israel, and Temple Beth El and families and teachers affiliated with the Marvin and Rosalie Okun Kalamazoo Community Jewish School (OKCJS) may borrow without restriction.

Those not affiliated with an area synagogue or the OKCJS may also become library members.

Membership fees for unaffiliated:

Single -- \$10 per year

Family/Institution -- \$20 per year

An official identification, such as a driver's license, is required from anyone not affiliated with a congregation or the OKCJS. ID will be photocopied and returned.

For all members, no library card will be issued, but membership information will be entered into our library database. Strict confidentiality will be maintained.

Loan Periods

Books:	2 weeks
DVDs and other media	1 week
Reference materials	non-circulating
Current periodicals	non-circulating

Adults are limited to 10 items and children to 5 items at a time. Items may be renewed, depending on demand, either by email, phone, or in person. The Library Director retains the right to limit renewals depending on the type of item or reserve request.

Notices, Fines, Replacement Charges

Though there are no overdue fines, members are encouraged to return items in a timely manner. Before the loan period is up, an adult member will be emailed a reminder notice. Emailed overdue notices will be sent every week after the due date. After a third notice, the item will be considered lost and a notice sent with the cost of replacement plus a \$10 processing fee. Members will similarly be charged for damaged items. For OKCJS students, all items or charges not returned or paid by the end of each semester will result in the loss of circulation privileges until accounts are settled.

Please note: The Library's main concern is the return of its materials, not punitive measures. Members' good-faith attempts at recovering items will be taken into account.