

LOAN POLICY

Audio books and specialized playback equipment will be loaned by the library to eligible registered readers without charge. Records will be kept of all such loans. The borrower should notify the library of changes of address, a desire to cancel the service, or temporary or permanent transfer of service to another geographic area.

Books and equipment will be loaned to registered readers as long as they are eligible and as long as they actively use the materials during each 12 month period.

Equipment necessary to read the recorded materials may be borrowed on extended loan for as long as the borrower is using it to read material provided by the library. In the event that a machine ceases to function properly or needs repair, it should be returned to the library. Upon request, a replacement will be provided. Under no circumstances should a borrower attempt to repair the playback equipment or accessories.

A borrower in good standing may borrow a maximum of 30 books at any one time. In special circumstances, a borrower may request an increase in the maximum number. The loan period for books is eight weeks. No fines for overdue books will be levied; however, borrowers are urged to observe the loan period so books can be available for other readers.

The borrower will ensure that books, magazines and equipment being returned to the library by free matter are delivered into the hands of the United States Postal Service by being placed in a mailbox or delivered to the post office. Placing them on the doorstep of the borrower's home for the mail carrier to pick up does not constitute delivery into the hands of the Postal Service.

Borrowers may not lend library books, magazines or equipment to other persons.

In the event that any of these policies are violated repeatedly, the borrower's service may be suspended for a period of time after being given a written warning and an opportunity to reply.

USE OF EQUIPMENT

Playback equipment and special attachments are supplied to eligible library patrons on extended loan. If this equipment is not being used in conjunction with recorded reading materials provided by the Library of Congress, it must be returned to the Detroit Library for the Blind and Physically Handicapped.