

## Loan Periods

**Two Weeks:** Audio books & books in print

**One Week:** Magazines & books in demand.

**Three Days:** Movies: \$1 rental fee.

**One Day:** New movies: \$1 rental fee.

## Renewals

Most materials may be renewed one time in person, calling during regular library hours, emailing the Circulation Desk or online by "My Account". Movies may not be renewed.

**Courtesy Renewals:** As a convenience, active checkouts of eligible items are automatically renewed on the item's due date *except* in cases where SDL's renewal limit will be exceeded, items on reserve or the patron's library card expires prior to the renewal due date. **Not eligible:** new items, magazines, movies and interlibrary loans.

## After Hour Returns

A book return box is provided next to the entrance. Please, make sure items drop down inside. Thank you!

## Extended Borrowing Fees

Patrons should make a habit of returning items on or before the due date because it's the responsible thing to do. A fee is charged if a patron chooses to keep a material past its due date. Audio books, books and magazines are charged 10¢ per day per item. Movies are charged \$1 per day per item. Materials returned to the drop box after the library is closed on the due date are considered to be overdue. Fines will not accrue on days the library is closed. **All items, except movies, are granted a one day grace period.**

## Suspended Privileges

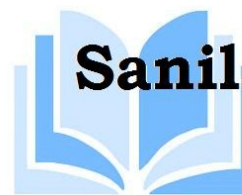
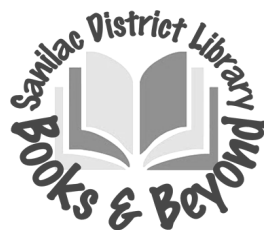
Patrons with items overdue by 30 days will be billed for the full replacement cost, plus a \$5 processing fee. Persons who have late charges or fees in excess of \$5 will have borrowing and computer use privileges suspended until full payment is made.

## Sanilac District Library

### Card Benefits

Patrons with clean borrowing records who live in SDL's service area (CPS School District, Sanilac Township and portions of Forester Township) have the following benefits:

- Borrow materials from SDL's collection of over 40,000 items.
- Use public access computers and WiFi.
- Access "My Account" online from home, work or school by entering your 14 digit library card number and your PIN.
  - Review a list and the due dates of items you have borrowed
  - Renew most items one time
  - Reserve materials
  - Create book lists & reading logs
  - Receive system generated emails listing items borrowed and due dates.
- Download Libby audio books, eBooks & eMagazines to your own device.
- MelCat: borrow materials not owned by SDL from other MI libraries.
- MAP: Michigan Activity Pass. Get free or discounted tickets to MI cultural institutions, recreation areas and tourist attractions.



## Sanilac District Library

**7130 Main Street**

**PO Box 525**

**Port Sanilac, MI 49469**

**810.622.8623**

## Hours

**Monday: 11-5**

**Tuesday: 11-5**

**Wednesday: 11-7**

**Thursday: 11-5**

**Friday: 11-5**

**Saturday: 11-2**

### Renew materials by:

- Calling 622-8623 during open hours
- Emailing the Circulation Desk
- My Account in SDL's online catalog

**Circulation Desk Email:**  
sdlcircdesk@yahoo.com

**Director's Email:**  
sanilacdistrictlibrary@yahoo.com

**Visit SDL's website:**  
**sanilacdistrictlibrary.lib.mi.us**

## Library Cards

Residents and property owners of SDL's Legal Service Area: CPS School District, Sanilac Township and portions of Forester Township, are eligible for a library card upon proof of residency and/or property ownership *plus* picture identification.

### Library Card Application

**As Easy As 1, 2, 3**

1. Fill out an application card with name, address & phone number. *Signature of parent is required for a minor child.*
2. Picture ID: Driver's license / MI ID Card.
3. Proof of current address.

### Your Library Card

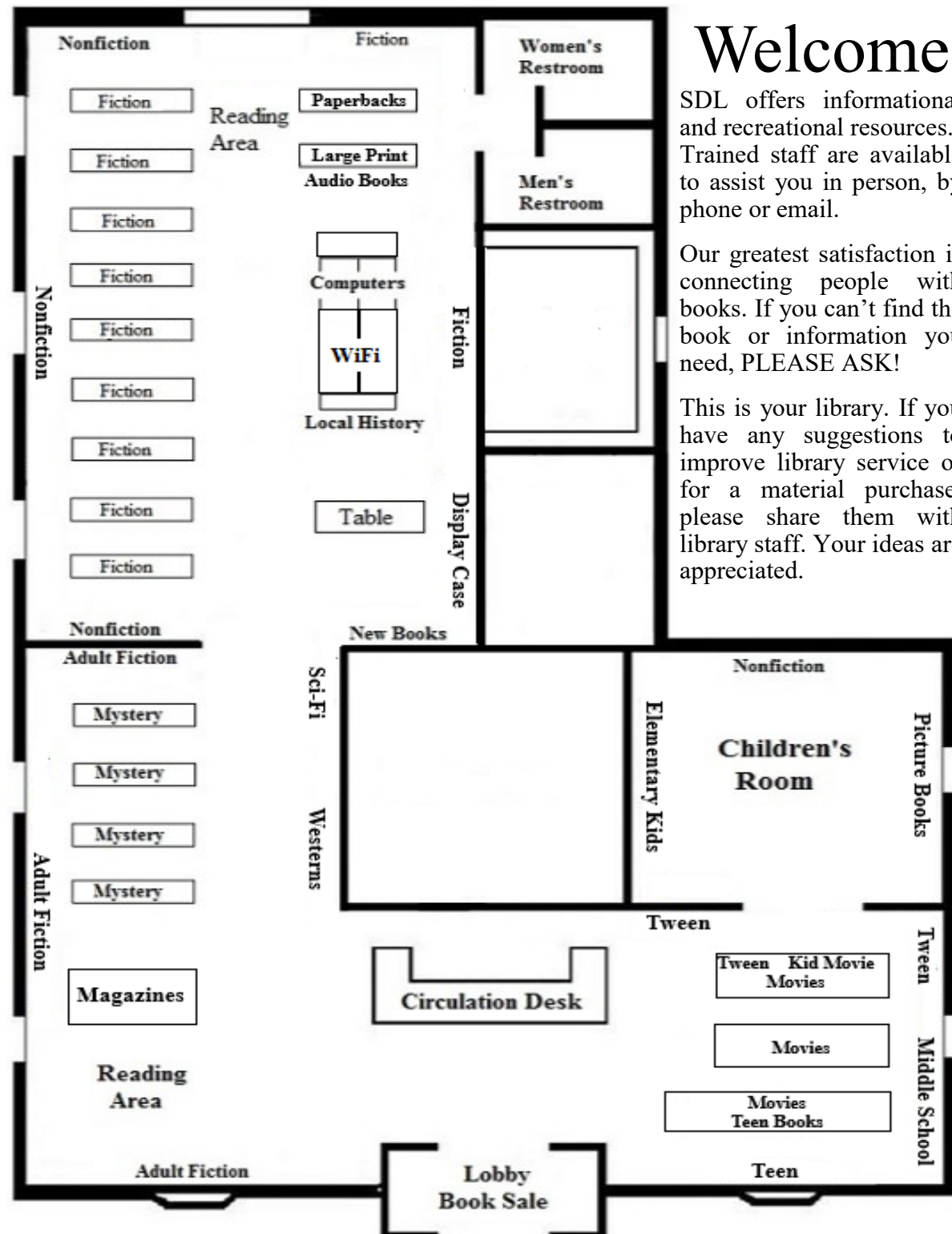
Your library card or driver's license is required to check out materials to ensure accuracy. No one else may use your library card. Your library record is confidential.

### New Patron Status

New patrons are limited to borrowing two items at a time during a three month period to establish a borrowing record. After the initial new patron status, residents of SDL's legal service area may borrow an unlimited number of materials as long as a "clean" record is kept.

### Out Of District

Persons who reside outside of SDL's legal service area may apply for a library card without paying a non-resident fee. Picture ID and proof of current address are required. Out of district patrons are limited to borrowing two materials at a time. Nonresident patrons with materials overdue by one month will lose their borrowing privileges and their library card will be revoked.



# Welcome

SDL offers informational and recreational resources. Trained staff are available to assist you in person, by phone or email.

Our greatest satisfaction is connecting people with books. If you can't find the book or information you need, PLEASE ASK!

This is your library. If you have any suggestions to improve library service or for a material purchase, please share them with library staff. Your ideas are appreciated.

## Services

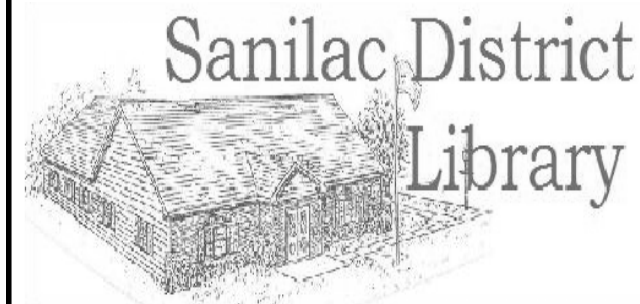
- Assistance from trained staff
- Book Talk Newsletter in print & online
- Copy Machine (Fee)
- FAX (Fee: \$1 per page)
- Inter-Library Loan
- Library of Things (coming soon)
- MeL: MI Electronic Library
- MelCat
- Michigan Activity Pass
- Readers Advisory

## Technology

- High Speed Internet Access
- Microsoft Office Software
- Public Access Computers
- WiFi

## Virtual Services 24/7/365

- DigitalTotes: Online Genealogy & Local History Documents
- MelCat Statewide Database
- MeL: Michigan Electronic Library
- Libby by OverDrive:
  - Downloadable audio books
  - eBooks
  - e-Magazines
- Remote access to 'My Account'
- SDL's Online Catalog
- SDL Website



## AV Materials

- Audio Books
- Movies

## Print Materials

- Books for all ages
- Large Print
- Nonfiction & Reference
- Magazines
- Newspapers

## Programs

- Book Club
- Early Childhood Programs (All Year):
  - babies & toddlers must be with an adult caregiver
  - Baby Time: newborn to 24 months
  - Toddler Time: 2 to 4 years old
- Summer Programs for Kids
  - Story Time: K to 3<sup>rd</sup> graders
  - STREAM Club: 4<sup>th</sup> to 8<sup>th</sup> graders
  - LEGO© Club: school-aged kids
- March Is Reading Month
- National Library Week
- Summer Reading: Kids NB to 12th grade
- Various programs throughout the year: arts & drafts, author talks, and more!

## Branches

- Bark Shanty Community Center Room #1
- CPS Elementary & High School Libraries managed by SDL.

## SDL Memberships

Collaborative Library Summer Program  
 MeL: MI Electronic Library  
 MeLCat: MI Statewide Catalog  
 Michigan Library Association  
 Midwest Collaborative for Library Services  
 Port Sanilac Business Association  
 Sanilac County Libraries  
 White Pine Library Cooperative