

Mari Music Library Policies and Regulations



Statement on Policies & Regulations

The Mari Music Library's policies ensure that all patrons have access to library materials, that materials are maintained in good condition, and that the library is able to replace lost or damaged holdings.

Compliance with MML Policies & Regulations

1. By holding a Student Member, Member, or Member+ library card (hereafter referred to as "library card", "member card" or "card") at the Mari Music Library ("MML"), patrons agree to abide by all policies and regulations set forth by the MML.
2. MML policies may be updated or changed at any time. Should the policies be updated or changed, patrons will be notified via email.
3. If a patron does not wish to be bound by these policies, they may cancel their membership in the MML at any time and without question if all library materials are returned and all fines/fees are paid in full. No refunds will be issued for fines and fees accrued before the cancellation of a MML membership.

MML Staff Contact Information

Membership & Library Cards — membership@marimusiclibrary.com

Fines, Fees, & Billing — billing@marimusiclibrary.com

Other — info@marimusiclibrary.com

Phone — (224) 358-3803

Library Card Policy

Policy Statement

Library cards are issued in order to identify eligible users and to determine the level of access to services and resources.

Regulations

1. The library offers a variety of cards based on eligibility and service needs.
 - a. Student Member cards
 - b. Member cards
 - c. Member+ cards
2. An individual may only have one card of any type.
3. An application process must be completed for each card.
 - a. Applicants may apply for any type of card online; applicants under the age of 18 must have parental consent to apply.
 - b. Applicants must present valid identification to demonstrate eligibility.
 - i. Current photo ID and proof of street address is required, such as a driver's license or learner's permit, state ID card, school photo ID, tax statement or receipt, or a recent utility bill not older than three months. Post office box addresses will not be accepted.
 - c. Minor applicants need a parent or guardian's co-signature. Co-signers must be eligible to borrow materials and present proper ID.
4. Holders of new library cards will be restricted to checking out three items from the Print Music Catalog on their first visit. The three item/print music limit will be lifted once those items are returned.
5. Cards must be renewed on an annual basis (except Member cards which renew every three years). Cardholders must provide the same type of documentation used to apply for a new card. Minors must renew their cards upon turning 18 years of age to assume legal responsibility for items checked out.
6. The card owner is responsible for all materials borrowed on the card and agrees to abide by library lending rules and all policies and regulations.
7. If the card owner claims to have returned materials, the library will search for the missing items for 30 days. Items not located within in 30 days will be billed to the card holder's account.
8. There is a \$3 replacement charge for lost cards. Lost cards should be reported immediately. The library is not responsible for any materials checked out to or fines/fees accrued on lost cards.

Loan & Renewal Policy

Policy Statement

To make materials available to all customers on an equal basis, the Mari Music Library (MML) sets limits on loan periods and on the number of renewals allowed. Some library materials may have shorter loan periods or fewer numbers of renewals due to high demand, limited collection size, material type or lending source.

Regulations

1. The loan or renewal of library materials owned by the MML may be done in person, by telephone, or online.
2. Holders of new library cards will be restricted to checking out three items from the Print Music Catalog on their first visit. The three item/print music limit will be lifted once those items are returned.
3. Renewals may be done in person, by telephone, or online. Most printed materials may be renewed up to three times, as long as no one else is waiting. Renewals of instruments and accessories will be considered on a case-by-case basis.
4. Extended loan periods may be available upon request at the time of checkout. Any item that is on a holds list cannot be renewed.
5. Fines due at the time of renewal are still due.
6. Customers with accounts with a balance of \$5 or more may not check out or renew materials.
7. The library reserves the right to make some materials non-circulating and only available for in-library use.

Holds Policy

Policy Statement

In order to provide fair access to library materials, customers may place a hold on materials that are not immediately available for use but are owned by the Mari Music Library (MML)

Regulations

1. Members of the Mari Music Library (“patrons”) with a valid Student Member, Member, or Member+ library card may reserve most library materials.
2. Patrons with an account balance of \$1 or more may not reserve materials.
3. Holds on Print Music material must be placed through LibraryCat. Holds on all other items may be placed in person, via phone, or via email.
4. Patrons will be notified by the preferred method selected in their account.
5. The library will only notify customers of available holds once.
6. Holds placed through the LibraryCat will be held for a maximum of 3 days after notification. All other holds will be held for a maximum of 5 days after notification.
7. If not claimed, the item will be held for the next person on the waiting list or will become part of the circulating collection.
Only patrons with valid library cards or parents of patrons with Student Member cards may pick up held material.

Fines & Fees

Policy Statement

The Mari Music Library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole.

Regulations

1. To encourage the prompt return of materials, the library charges a per day overdue fine based on the type of item:

Library Material Type	Daily Overdue Fine	Maximum Fine <i>before material assumed lost</i>	Default Replacement Fee <i>(subject to adjustment)*</i>
Print Materials			
Solo Literature	\$.50	\$30	\$50
Ensemble Literature	\$.50	\$30	\$50
Method Books	\$.25	\$20	\$30
Books	\$.50	\$30	\$30
Non-Print Materials			
Professional Instruments	\$3	\$100	\$1,500
Student Instruments	\$1	\$60	\$500
Mouthpieces	\$.50	\$30	\$50
Stands	\$1	\$30	\$50
Recording Equipment	\$1	\$30	\$100
Cases	\$1	\$50	\$350

**Default Replacement Fees are used when the exact price for a replacement is not available*

2. On the day after the due date, all materials will be considered overdue if they have not been renewed or returned.
3. No fines will accrue on days that the library is closed.
4. The MML will notify customers of the overdue materials via email, telephone calls, and/or United States Postal Service.
5. When the maximum fine level shown above has been reached, the item status will change to "Lost" and the Default Replacement Fee for Material will automatically be added to the customer account balance.

Fines & Fees Continued

6. Any patron with an account balance of \$5 or more shall forfeit borrowing and renewing privileges until materials are returned and fines are paid. Patrons experiencing unusual difficulty in returning their materials or paying their fines should contact the library circulation staff at info@marimusiclibrary.com.
7. Fines and fees are payable via cash, check, or PayPal (paypal.me/MariMusic). Cash and check payments can be delivered in person or mailed (address available upon request - please contact billing@marimusiclibrary.com).
8. Accounts with a balance of \$15 for more than 30 days shall be turned over to a collection agency. Notification will be sent to patrons before the account is turned over to the library's collection agency. A nonrefundable service fee of 30% of the account balance will be automatically added to cover collections costs.
9. The library shall require that no accounts turned over for collection be reported to credit reporting agencies unless they are at least \$75 or more. Notices to patrons concerning overdue fines in addition to advising that they may be turned over to collection, shall specifically state that overdue fine amounts in excess of \$75 may be reported to the credit reporting agencies.
10. Patrons should resolve disputed fees before paying for them. Once payment for library fees has been accepted, monetary refunds will not be issued.

Lost or Damaged/Missing Pieces Policy

Policy Statement

Library patrons are responsible for all materials checked out on their library card. Replacement costs and processing fees are the responsibility of any patron who loses or damages library materials. In the case of children under the age of 18, it is the responsibility of the parent or guardian who signed the minor's library card application to pay for lost or damaged items.

Regulations

1. The library will notify the patron of the replacement cost for a damaged or lost item.
2. Replacement costs will equal the actual cost of a replacement item plus the cost of shipping.
3. A nonrefundable \$5 processing fee will be charged for replaced items.
4. Patrons who pay for damaged or lost materials will have overdue fines associated with the item waived.
5. When a damaged or lost item has been paid for, that item will be removed from the customer's record.
6. Accounts with a balance of \$15 for over 30 days shall be turned over to a collection agency. A nonrefundable service fee of \$10 will be automatically added. Written notification will be sent to patrons before the account is turned over to the library's collection agency.
7. After three months, the library will not issue refunds for lost items that are subsequently found.