

Welcome to the

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PERE MARQUETTE **-DISTRICT LIBRARY-**

Hours:

Monday thru Friday: 10:00am - 6:00pm

Saturday: 10:00am - 2:00pm

Closed Sunday

P: 989-386-7576

F: 989-386-3576

W: www.pmdl.org

Mission:

PMDL is a reliable resource which educates, enriches, informs, and entertains our community.

PMDL Policies

Computer Policy: Your PMDL card entitles you to one hour of computer use with Internet access per day. Additional time may be granted, in 30 minute increments, at the discretion of the staff. If you do not have your library card, you may be issued a single-use guest pass for thirty minutes of computer use.

Unsecured wireless internet access is available for use on your personal devices. By using this service, you agree to PMDL's Public Access User Policy, available on our website.

Unattended Children Policy: All children 12 and under should be accompanied by a parent or guardian. The library does not assume responsibility for your child's safety.

Checkout Periods: Audiobooks, nonfiction books, and fiction books are checked out for three weeks. Items may be renewed once as long as there are no pending requests for that item.

DVDs checkout for one week. Juvenile DVDs (designated on the spine as J DVD) and nonfiction DVDs are free. **All** new DVDs (including J DVDs and nonfiction DVDs) and all adult DVDs are \$1.00 per week.

Magazines check out for one week.

Code of Conduct: The purpose of the Library's Rules of Behavior in the public sectors is to protect the rights of the individuals who are in the library to use library materials and/or services, to protect the rights of staff members to conduct library services without interference, and to preserve library materials and facilities.

It is the policy of the Pere Marquette District Library:

To prohibit the disturbance of other library patrons and staff;

To prohibit interference with other library patrons' or staff's use of the facilities through behavior which is disruptive, through the use of vulgar language, behavior and/or extremely poor personal hygiene; and

To prohibit the presence of library users in library offices and other non-public areas, unless approved by a staff member or through prior arrangement with the Director.

Please visit www.pmdl.org or call 989-386-7576 for more information.

Getting a PMDL Library Card

The Pere Marquette District Library serves the residents of the City of Clare, Grant Township, Vernon Township, and Wise Township. If you live within our service area, you are eligible for a PMDL library card free of charge upon proof of residency.

Proof of residency: PMDL will accept the following documents as proof of residency:

- State-issued photo ID with current address
- State-issued driver's license with current address
- Voter registration card
- Property deed
- Tax bill
- Utility bill

Partner libraries: PMDL is partnered with the Chippewa River District Library, Coleman Public Library, and the Surrey Township Library in Farwell. If you have a current library card with one of these libraries, you may use it at PMDL to checkout materials. You may also use your PMDL card at their locations.

PMDL is also partnered with the Harrison District Library. If you have a current library card from the Harrison District Library, you may use your HDL card once you register at PMDL as a guest.

Nonresidents: If you do not live within our service district and do not have a card from one of our partner libraries, you may purchase a PMDL library card for your household for \$100.00 per year. Purchased cards are valid **only** for the household of the cardholder.

Checkout requirements

1. You **must** present your library card or a photo ID to checkout materials.
2. If you lose your library card, we will issue you one free replacement. Subsequent replacement cards are available at \$2.00 each.
3. Overdue fines exceeding \$5.00 must be paid before materials may be checked out.
4. If you have lost any library materials, the item(s) must be returned or pay replacement costs before you may check out materials.
5. Materials may be renewed in person, online, or over the phone. Overdue materials may be renewed; however, you are responsible for the fines accrued prior to renewal.

Fees for Services

Late Notice Policy: Sharing materials is the basis for library service. Every effort should be made to return library materials on or before the due date. We will do our best to help you in unforeseen situations. Please contact the library if you need your items renewed.

Late fees: Overdue fines are charged on all library materials returned after the due date. PMDL does not charge for days which the library is closed. Library cards will be blocked from checking out materials if they have a fine in excess of \$5.00. If there is a fine on your account, you will not be able to log onto our public computer workstations.

Schedule of Loan Periods, Item Limits, and Overdue Fees

Item	Check out limit	Overdue fees	Max fee
General collection	Juvenile: 12 Adult: 50	.05/day/item	\$5.00/item
Magazines	10	.05/day/item	\$5.00/item
DVD - includes FREE DVDs, J DVD, NF DVD	5 (total limit from Free DVD, J DVD, NF DVD and regular DVD collections)	.25/day/item	\$5.00/item
DVD TV series	1	.25/day/item	\$5.00/item
DVD High Demand	2	.25/day/item	\$5.00/item
CDs	10	.05/day/item	\$5.00/item

Long overdue items: Library materials which are overdue for 45 days or more will be charged to the patrons account. If the item is returned after 45 days, the fee may be waived.

Please note: Account balances over \$30.00 will be sent to collections. An additional \$10.00 fee will be assessed to all accounts going to collections. This fee is not refundable or waived under any circumstances.

Printing services: Printing is available from our public workstations. If you need to print something, please note the computer number which you are using (posted on the monitor) and go to the reference desk to pay for and receive your print jobs.

Fees for printing and faxing:

Printing: Black and white pages	.10/page
Printing: Color pages	\$1.00/page
Photocopies: Black and white pages	.15/page
Photocopies: Color pages	\$1.00/page
Send or receive faxes	.25/page

Your PMDL Account

Note: Your "PIN" defaults to the last four digits of the telephone number we have on file for you.

Online Access: You can access your PMDL account from any computer! Follow these simple steps:

1. Visit www.pmdl.org and click on "My Account."
2. When prompted, enter your library card number as your Patron ID number and your PIN
3. Click "submit request."

Once you login to your account, you can view materials you currently have checked out, renew materials, and pay any outstanding fines online. If you are having difficulty renewing an item, please call the library at 989-386-7576. Remember, items can only be renewed once.

With your permission, PMDL will keep a record of your checkouts. This information will not be shared with anyone; it is for your convenience. PMDL will not keep circulation records without permission.

Patron privacy is of utmost importance to us. Details regarding your circulation history, current holds, computer usage, and personal information are protected under the USA PATRIOT Act.

Helpful Information

What's my PIN?

PMDL will use the last four digits of the telephone number you provided to us as the PIN for access to your account. You may change your PIN at any time by visiting www.pmdl.org and clicking "My Account."

Placing holds on library items:

Visit www.pmdl.org. You can search for the title you want in the catalog query box on the right-hand side of the screen. Since PMDL is a member of a shared catalog system, you will see items available at our library and our partners. Once you find the item you are looking for, choose "Place a hold." You will be prompted to enter your library card number, your PIN, and the pickup location you prefer.

Requesting books through MeLCAT:

If the title you are looking for **is not listed in our catalog**, you may be able to request it through MeL. Visit www.elibrary.mel.org to search for the title you want. When you find it, select "Get this for me!" You will be prompted to select the location you would like it delivered to (PMDL), to enter your name, and your library card number. Once you have placed your request, **do not hit the back button**. This will result in multiple copies being put on hold for you.

The PMDL Collections

PMDL is proud to offer diverse collections for children, teens, and adults.

Fiction: Fiction collections in the children, teen, and adult spaces are arranged alphabetically by author's last name. Where appropriate, the spine label may indicate if a book is part of a series with the series title and number.

Nonfiction: Nonfiction collections in the children, teen, and adult spaces are arranged using the Dewey Decimal System:

- 000 – 099: Generalities
- 100 – 199: Philosophy & Psychology
- 200 – 299: Religion
- 300 – 399: Social Science
- 400 – 499: Language
- 500 – 599: Science
- 600 – 699: Technology & Applied Sciences
- 700 – 799: Arts
- 800 – 899: Literature
- 900 – 999: Geography & History

New Books: New books are available in the children's, teen's, and adult collections. The children's library has several collections of new books, including Juvenile Fiction, Picture Books, and Beginning Readers.

Young Adult Room: The Young Adult room offers materials of interest to readers 12 – 19 years old. While anyone may use the materials located here, we ask that the study areas be reserved for our teens.

Children's Library: The Children's library offers materials of interest to readers through age 11. While anyone may use these materials, we ask that the computers and study areas be reserved for children and their parents.

Music Collection: Our CD collection is separated by genre, then organized alphabetically by artist.

DVDs: Our DVD collection is split into four groups: New DVDs, Documentaries, Juvenile DVDs, and General. Documentaries and JDVDs are free for the first week; New DVDs and General are \$1.00 for seven days.

Having trouble finding what you're looking for? Just ask our friendly staff! We are more than happy to help.

