

**Ontonagon Township Library
Library Card Application**

Last Name _____ First Name _____ Middle Initial _____

Address _____ P.O. Box _____

City _____ State _____ Zip Code _____

Phone Number _____

Date of Birth _____

Email Address _____

Mailing or Permanent Address (**if different from above**):

Street Address _____ P.O. Box _____

City _____ State _____ Zip Code _____

Please read and sign below:

I accept full responsibility for return of library materials checked out on this card, as well as liability for payment of overdue fines and damaged or lost materials.

Computer and Internet Use:

I have read the Computer and Internet Use Policy and I agree to abide by the terms of the Policy.

Signature: _____

Date: _____

Welcome to the
Ontonagon Township Library
311 North Steel Street
Ontonagon, MI 49953
906-884-4411
ontonagonlibrary.org

New patrons may borrow four items at a time. New patron status lasts three months.

Books and CDs (audiobooks and music) may be borrowed for two weeks and may be renewed for another two weeks, unless specially restricted. DVDs and periodicals may be borrowed for one week with a one week renewal. Interlibrary loan items are due the date indicated by the lending library.

Downloadable content (books and audio) will disappear from the device after two weeks. They do not need to be returned.

All items may be renewed by phone or through our website (ontonagonlibrary.org).

Two book drops are available for returning library materials after hours.

There is a one day grace period for overdue items. After that, a \$0.10 per day fee is applied. Late fees can be waived at the discretion of library staff in certain circumstances.

There is a \$2.00 fee to replace a lost library card.

6 desktop PCs plus several tablets and laptops are available for in-library use. The public computers shut down five minutes before closing. Patrons are allowed to use the computers for one half hour per day in the summer and one hour during the winter. Time limits are flexible and longer sessions can be arranged with library staff for low traffic times. There is also an open Wi-Fi network (OTL Public WiFi) that covers the building and the north parking lot around the clock.

Printing and copying costs \$0.20 per black and white page and \$0.75 per color page. Jobs of 20+ pages are discounted at 5%. Jobs for charities, community organizations, etc. are eligible for a rate of \$0.15 per black and white page. Tax-related documents (e.g., IRS forms not included in the standard 1040 booklet) are billed at a special rate of \$0.10 per page December through April.

Up to 5 pages/images can be scanned and emailed for free. Larger jobs are billed at \$0.25 per item (or \$30 per hour for jobs requiring more than an hour of staff time).

Sending a fax costs \$2.50 for one or two pages and \$1.00 per page for larger jobs. Incoming faxes can be received on your behalf and picked up at your convenience; these are billed at the same rate as outgoing faxes. Our fax number is 906-884-2829.

Please visit our website (ontonagonlibrary.org) to check your account status, search books we have in our library, place holds on books from other libraries, and/or check out downloadable audio and ebooks. Your account number is your library card number and your pin is the last four digits of your phone number.

Ontonagon Township Library Hours

Monday and Wednesday	11:00 am - 8:00 pm
Tuesday and Friday	11:00 am - 5:00 pm
Saturday	10:00 am - 2:00 pm
Thursday and Sunday	Closed

Did you know your Ontonagon Township Library membership allows you to check out books and movies at the Carp Lake Township Library in White Pine?

Carp Lake Township Library
35349 Mall Circle (located in the Mineral River Plaza - - adjacent to the Konteka)
White Pine, MI 49971
906-885-5888

Tuesday 3:00 pm – 8:00 pm
Wednesday 10:00 am – 3:00 pm
Thursday 10:00 am – 3:00 pm