

# Michiana Covenant Academy Lending Library

## **Lending Library Policy:**

**Length of time:** Families may borrow one item at a time for 12 weeks. No additional items may be checked out until the first item is returned. If you need an item longer than 12 weeks due to holidays or other valid reasons, please discuss the due date with the Administrator.

**Fees:** Registered families of Michiana Covenant Academy and members of MCPC are charged \$3.00 per item. All others are charged \$10.00 per item. A late fee of \$5.00 per week will be assessed for overdue materials for all borrowers with the total not to exceed the value of the borrowed item.

**Identification:** Non-registered families must have a valid drivers license on file with the Administrator in order to have lending privileges.

**Items for checkout:** Items for checkout are posted on the website [link here](#) and the status lets you know if the item is available or when it is to be returned. You may request a hold on an item.