

## 5.10 Circulation Policy

### Library Cards

The library offers a variety of memberships based on eligibility and service needs.

- A. **Resident card** - available to any individual who lives or owns property (or a business) in the library district.
- B. **Paid membership card** - available for an annual fee of \$75.00 annually. Annual paid memberships are issued one per household to non-residents who want full resident privileges at Richland Community Library, including interlibrary loan. Library cards will be issued to adult residents of the household only. Renewals are granted for an additional annual fee.
  - a. Note: Paid membership does not give paid members rights to reciprocal borrowing agreements, or MILibraryCard status from Richland Community Library—those are agreements between a home library and participating libraries only.
- C. **Reciprocal borrower card** - available to individuals holding valid resident borrower cards from libraries with which RCL has reciprocal borrowing agreements. (Currently reciprocal borrowing agreements are maintained with Kalamazoo Public Library and the Portage District Library). Interlibrary loan privileges are only available through the cardholder's home library.
- D. **MI-Library card** - available to individuals 18 and older whose home library participates in the MILibraryCard program. Interlibrary loan privileges are only available to patrons through the cardholder's home library. MILibraryCard guest members are eligible to check out 50 items. Limitations may apply.
- E. **Educator card** - available to educators regardless of their personal residence. Educator Library Cards are to be used solely for curriculum and instructional support. Educators are defined in Policy 5.12
- F. Access to paid electronic subscription databases and digital downloading services [e.g. Overdrive] will be available to resident card holders, or patrons with paid memberships.

### Library Card Application

Library card applicants must present valid identification to demonstrate eligibility.

- A. Current photo ID and proof of street address is required, such as a Michigan Driver's license, State ID card, current year tax statement or receipt, current

utility bill or out-of-state ID with current utility bill. Post office boxes will not be accepted as proof of residence.

- B. MI LibraryCard guest membership applicants must present their home library card and staff may call their home library to confirm good standing.
- C. Minor resident applicants need a parent or guardian's signature. Signers must present proper ID and be eligible to borrow materials. Signature indicates an acceptance of responsibility for return of all materials when due, and for all losses and damages to materials and equipment borrowed. Per the First Amendment, the library cannot prevent or deny minors from checking out any materials from the library based on subject matter. Responsibility for the use of materials by children and adolescents rests within the hands of the guardian.
  - a. Minors must renew their cards upon turning 18 years of age to assume legal responsibility for items checked out.

All library cards will have an expiration date, at which time current address and phone information must be verified. Cardholders are responsible for all materials checked out on their card or on the cards of minors for whom they have assumed responsibility. Cardholder agrees to abide by library lending rules and all policies and regulations.

It is the responsibility of the cardholder to notify the library of any change of address or telephone number, and to report lost or stolen cards immediately. One library card per year will be replaced free of charge.

With the patron's consent, a parent/legal guardian may allow care-givers permission to check out on their card. The parent/legal guardian will be financially responsible for all materials that are checked out on their card.

### **Patron Confidentiality**

In compliance with the Michigan Library Privacy Act, access to a patron's record is permitted only to that patron. Access by other individuals in the household [e.g. relatives, caregivers] is allowed only with the written permission of the registered cardholder. Only authorized users [as identified above], parents or legal guardians will be allowed to check out materials or be provided detailed information on any library account. (Act. No. 455, P.A. 1982, MCLA SS 397.601 to 397.605)

### **Resident Loan Periods and Limits**

The following loan periods and limits have been established to provide library users with an adequate amount of time to both use library materials and return them so that they are available in a reasonable amount of time for other users. Residents and paid members may have up to 100 items checked out at any time. Loan limits for specific media types are as follows for residents and paid members:

ITEM TYPE	LIMITS	CHECKOUT PERIOD	RENEWALS*
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<b>NEW</b> DVDs & Music CDs	3	7 days	1
<b>NEW</b> Books & Audiobooks	10	14 days	1
<b>NEW</b> Video Games	1	7 days	0
Video Games	2	14 days	0
Books	100	28 days	2
Audiobooks	20	28 days	2
VOX Books	5	14 days	1
DVDs	20	14 days	1
Music CDs	10	28 days	1
Magazines	10	14 days	0
Interlibrary Loans **	50	21 days	1
ILL Media Loans		7 days	0
Mobile Hotspots***	1	14 days	1
STEM Kits	1	7 days	1
Board Games	2	14 days	2
Library of Things	2	14 days	0
Other specialized circulating kits may have different parameters than above. These parameters are set by the librarian and are subject to change.			

\* Materials that are on reserve for another patron may not be renewed.

\*\* **Interlibrary loan service** is available to residents and cardholders with a paid *annual* membership. All applicable cardholders will be subject to the policies of the ILL service providers, and shall be held responsible for any fees for lost or damaged ILL materials. See Policy 5.17 for more details.

\*\*\*MILibrary & Reciprocal Card members are not eligible for Mobile Hotspot check outs.

### Overdue Fines

- The Library will not charge any daily fines for overdue material.

- The patron is responsible for understanding when checked out material is due to be returned to the Library. Checked out material may be subject to renewals according to Library policy. However, there is no guarantee of renewals.
- Checked out material that is not returned within 90 days of the due date will be considered to be Lost Material by the Library and the Lost Item fees and regulations will apply.
- Although the Library will use its best efforts to notify you of the overdue material or equipment, the Library does not guarantee notice and failure to receive notice will not prevent the material or equipment from being considered Lost Items.

## **Renewals**

Materials may be renewed with outlined parameters as above, if the material has not been reserved for another patron. Items may be renewed in the library, by telephone, or via the Library's online catalog.

## **Reserving and reserved materials**

Patrons may place holds on certain materials that are physically in the library or currently checked out by other patrons by reserving the material on the Library's online catalog, calling the Library, or requesting in person. Patrons will receive a notice by phone, text, or email from the Library when the item is available for them. Library materials will be held for seven (7) days. Materials must be checked out on the account of the person placing the request. If a patron has placed a hold on an item currently available on the shelf, and that item has not yet been pulled for that patron, the item may not be checked out by another patron physically at the Library. The person physically in the library will be placed on the reserve list for the material and the item will be placed on the hold shelf for the patron that placed the original request.

## **Overdue Notices**

Notices are sent via patron's contact preference that is established when they sign up for a library card or library card renewal. Failure to receive a notice will not be considered grounds for waiving a fee, as library users are responsible for keeping track of the due date of their library materials.

## **Damaged or Lost Items**

- Borrowers will be charged the current retail replacement cost for any materials that are lost or damaged beyond repair. Items will be declared lost 90 days after the due date.
- If the item is damaged, it will be given to a librarian for review. The librarian will assess if the damage may be repaired and put back into circulation. If the item is damaged beyond repair, the borrower's account will be billed for the replacement cost of the item.

- Borrowers who pay for damaged materials may, if they choose, keep the damaged item.
- The library does **not** refund patrons for lost and paid-for materials if they are later found.
- Damage that cannot be repaired includes, but is not limited to:
  - pet damage (chew marks, claw marks, etc.)
  - liquid damage (water, coffee, milk, etc.)
  - environmental damage (mold, mildew, warping/melting from excessive heat)
  - bodily fluid (urine, vomit, blood, etc.)
  - parts and/or pages missing
  - excessive permanent marking with pens, crayons, etc.
  - any damage that affects the safety, enjoyment, readability, or usability of the item for subsequent patrons
  - *Library staff reserves the right to determine if an item is damaged beyond repair.*

### **Claims Returned**

If a patron indicates an item has been returned that is still listed as checked out, the item's status will be set to "Claims Returned." If the patron and/or the staff are unable to locate the item after six (6) weeks the item will be removed from the patron's account. A patron whose account has a history of three or more items removed that were "Claims Returned" will be charged the item's list price.

### **Suspension of Borrowing Privileges**

Cardholders will have their borrowing privileges suspended when their fees exceed \$5.00. Parents and legal guardians are responsible for the fees of minors, and all fees of minors will be incorporated into the fee limit for the adult. Patrons may also be blocked from checking out physical or digital materials until the charges are resolved.

NOTE: All circulation policies are subject to the judgment of the Library Director under special circumstances. Any decision made by the Library Director may be appealed to the Library Board. Decisions made by the Library Board are final.