

II. CIRCULATION POLICY

A. LIBRARY CARDS

General

In order to register for a Library Card, adults must present Library staff with a driver's license, State ID or government issued picture ID. If the address is not current on the driver's license or State ID, additional proof of address will be necessary.

Proof of address can be made with:

- Current utility or insurance bill
- Current vehicle registration
- Voter registration card
- Bank statement
- Tax receipt
- Lease or rental agreement, or;
- Other piece of official mail that lists name and current address

By signing the Library Card application, patrons accept responsibility for use of the Library and for any damaged or non-returned materials; and acknowledges that they are subject to the circulation policies, procedures and rules of the Eaton Rapids Area District Library. Only the individual who has signed the application may obtain information from the Library Card.

Library staff assumes that the person using the Library Card is the owner of that Card, or has the permission of the owner, to use the Card. All items borrowed are the responsibility of the Library Card owner.

Library Card privileges are suspended if fees exceed \$10.00 or a borrowed item is more than 60 days overdue.

There is a limit of one account per person.

Resident

Any individual residing in, or pays property taxes to a governmental unit within the City of Eaton Rapids, Eaton Rapids Township or Hamlin Township is eligible for a free, three (3) year Library Card.

Non-Resident

Any individual that does not reside in, or does not pay property taxes to a governmental unit within the City of Eaton Rapids, Eaton Rapids Township or Hamlin Township will be required to purchase a Library Card in order to borrow library materials.

Non-residents may purchase a \$45.00/year family card or a \$25.00/year single card.

A family card allows each family member residing at the same address to receive

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their own card at no additional cost.

Minors

A minor is defined as an individual under the age of 18, unless determined otherwise by a court order. Minor applications must be signed by any adult (age 18 or older) willing to assume legal responsibility for Library resources. Signatures indicate an acceptance of responsibility for:

- The juvenile's use of all Library resources including access to the Internet
- Return of all materials when due
- All losses and damages to materials and equipment borrowed

The Adult signing must show identification and proof of address to apply for a minor's Library Card.

When a juvenile patron turns 18 years of age, he/she assumes responsibility for the Library account bearing his/her name including all currently borrowed items on that account. Any fees on the Card will be moved to the co-signer's card. If the co-signer does not have a Card, a bill will be mailed.

The Eaton Rapids Area District Library is not responsible for the nature of materials used or borrowed by minors which their parents or guardians find objectionable. However, by signing the application, the co-applicant can obtain information from the Library Card.

Institutional Cards

Library privileges are issued to corporations within the service area, in which case the "corporate person" is responsible for Library materials borrowed. Such Cards may be used by staff of the institution at the discretion of the "corporate person." A letter of responsibility is kept on file and renewed annually.

Student Cards

Library privileges are issued to every student enrolled at the Eaton Rapids Public School and Island City Academy, in which case the school is responsible for Library materials borrowed. Students are limited to three physical print items (including audiobooks), one DVD and unlimited OverDrive access. The student will access the Library's resources with their school issued ID number.

VFW Home Cards

A \$5.00 year-long Library Card will be issued to residents of the VFW Home upon proof of residency.

Lost or Stolen cards

Patrons must report lost or stolen Cards immediately to stop any activity. Cardholders will need to reconcile all activity prior to the report. Patrons will not be held responsible for fees after the date on which the loss or theft is reported. In the case of a minor, the

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parent or legal guardian who signed the Library Card application is the responsible party. There will be a charge of \$1.00 to replace a Library Card.

Renewal

To renew a Library Card, patrons must provide Library staff with a driver's license, State ID or government issued ID with proof of address to verify their information.

Non-Resident cardholders will be required to pay the annual fee at the time of renewal.

Incurred fees must be below \$10.00, and any items 60 days or more overdue must be returned/replaced, in order to renew a Library Card.

B. CHECKING OUT AND LOAN PERIODS

Patrons must present either their current Library Card or a Driver's License/State ID to check out materials.

Books*	New Releases	7 Days	Free
	3 Months or Older	3 Weeks	Free
Magazines**		3 Weeks	Free
Audiobooks	New Releases	7 Days	Free
	3 Months or Older	3 Weeks	Free
Music CDs		3 Weeks	Free
DVDs	New Releases	2 Days	\$1.00 checkout
	3 Months or Older	7 Days	Free
Things***		3 Weeks	Free

* Reference books are not normally loaned, but may be checked out for 7 days at the discretion of Library Staff.

** Current issues of magazines are not loaned.

*** Patrons wishing to checkout a Thing must review and complete the Lending Guidelines and Agreement Form at the Front Desk.

Loan periods may be temporarily changed in special circumstances at the discretion of

Library staff. Extended loan periods do not apply to interlibrary loan items or New Release DVDs.

a. MATERIAL LIMITS

- A maximum of 50 items total may be checked out at any given time per Library Card with a 10 item limit on DVDs and a 1 item limit on Things.
- Institutional Cardholders may check out a maximum of 75 items total at any given time per Library Card with a 10 item limit on DVDs and a 1 item limit on Things.
- A maximum of 50 MeLCat items may be checked out at any given time per Library Card.

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b. APPENDIX – LENDING GUIDELINES AND AGREEMENT FORM

C. RESERVING AND RENEWING MATERIALS

Materials not on the shelf may be reserved in person or by phone, and notification will be given as soon as the item is available. Reserves are held for 10 days after notifying or attempting to notify, the patron. There is no limit on the number of items a patron may have on reserve at any time.

Materials can be renewed in person or by phone up to 2 times for the same period as the initial check out. Items cannot be renewed if:

- They are on hold/reserve for another patron
- They are New Release DVD titles
- You have already used your maximum of two (2) renewals

D. INTERLIBRARY LOAN

The Eaton Rapids Area District Library actively promotes cooperation with other library's and library agencies through the Michigan Electronic Library (MeL) and its Interlibrary Loan program (ILL).

Please note, certain items may not be available to borrow per the discretion of the lending library. Also, library patrons assume responsibility for all charges and replacement/repair costs as determined by the lending library.

E. OVERDUE, LOST, AND/OR DAMAGED MATERIALS

The Eaton Rapids Area District Library is not required to send notices for overdue or lost/damaged materials. Failure to receive a notice does not relieve the borrower of responsibility to return materials when due.

When lost and damaged item(s) with a combined total of \$10.01 or more have been on the account for more than 60 days, Eaton Rapids Area District Library will invoice the patron. Lost or damaged items are subject to a processing fee in addition to replacement costs. If an item is found and returned after payment has been made, no refund will be issued.

Patrons may bring in a replacement for a damaged item in lieu of paying the fine, provided it is an exact copy of the original; however, a processing fee will still be assessed. Before a replacement item is accepted, it must be approved by cataloging staff.

ERADL will suspend a patron's borrowing privileges and Internet access when the bill on a patron's account exceeds \$10.00. A patron's privileges will be restored once the account balance is reduced to \$10.00 or less.

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If fees are not paid when assessed, or an item is not returned, the record is maintained in the borrower file and the borrower is expected to make restitution at a later date.

a. **FEES**

Video/Audio Case Replacement \$2.00

*An additional \$5.00 processing fee will be assessed for replacement copies

F. REVOCATION OF PRIVILEGES

The Eaton Rapids Area District Library will suspend a patron's borrowing privileges and deny access to the Internet when fees on a patron's account exceed \$10.00 or an item is more than 60 days overdue. Once a patron's fees are below \$10.00, or the item(s) is returned, borrowing privileges will be restored.

G. PRIVACY AND CONFIDENTIALITY

The Eaton Rapids Area District Library is bound by the Michigan Library Privacy Act (PA 455 or 1982) in which a "library record" is defined as a document, record, or other method of storing information retained by the Library that contains information that personally identifies a Library patron, including the patron's name, address or telephone number, or that identifies a person as having requested or obtained specific materials from a Library. "Library record" does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of Library materials in general. The Library Privacy Act provides that a "library record" is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court. Accordingly, the Eaton Rapids Area District Library will not release nor disclose a "library record" except as provided by the Library Privacy Act or as otherwise required by State or federal law. The Library, however, may use the "library record" for the purpose of

retrieving overdue materials, collecting fines, and other Library business as permitted by law.

Library documents and records (other than patron records covered by the Michigan Library Privacy Act) shall be available to the public in accordance with the Michigan Freedom of Information Act (FOIA) (PA 422 of 1976) and the Eaton Rapids Area District Library's FOIA Policy (Section X).

a. **APPENDIX – MICHIGAN LIBRARY PRIVACY ACT**

b. **APPENDIX – MICHIGAN FREEDOM OF INFORMATION ACT**