



## Volume II - Circulation

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# EATON RAPIDS AREA DISTRICT LIBRARY CIRCULATION

## ARTICLE I LIBRARY CARDS

**1.1 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 acknowledge 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 individual to whom the Card is issued.

Library Cards have an expiration date in order to update accounts as needed.

**1.2 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.

Patrons may apply for a Card online, however, the Library requires a picture ID and proof of current address for full service.

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. A maximum of 50 MeLCat items may be checked out at any given time per Library Card.

**1.3 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 their own card at no additional cost.

Non-resident cardholders will be issued full borrowing privileges, including access to the Library's digital collection and MeL access. Non-resident Cards cannot be applied for online.

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. A maximum of 50 MeLCat items may be checked out at any given time per Library Card.

**1.4 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

Supervision of the minor's choice of materials

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 minor patron turns 18 year of age, they assume responsibility for the Library account bearing their 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.

**1.5 Institutional Cards.** Library Cards are extended 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.

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.

**1.6 Student Cards.** Students are limited to 3 physical print items (including audiobooks), 1 DVD and select digital content.

**1.6.1 Non-Resident Student Cards.** Non-resident students will need to provide a student identification, or a formal document stating they are a student at an Eaton Rapids institution. Legal guardians are responsible for returning items.

Student cards that are issued for non-residents are valid during the school year only, start of school to end of school based on that current school year calendar. Non-resident student cards can be extended during the summer months, school end to school beginning based on their schools current year calendar, for a \$5 fee.

**1.6.2 Resident Student Cards.** Students within the library's service are eligible for a standard Eaton Rapids Area District Library minor Library Card with an eligible co-signer.

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

**1.8 Lost or Stolen Cards.** It is the patron's responsibility to notify the Eaton Rapids Area District Library promptly of a lost or stolen Library Card. If the loss or theft is not reported, the patron is responsible for all materials charged to the Library Card.

Patrons will be held responsible for lost and damaged item bills accrued prior to the date the loss or theft of the Library Card is reported. Patrons will not be held responsible for bills accrued after the date on which the loss or theft is reported. In the case of minors, the parent of the 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.

**1.9 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.

## **ARTICLE II CHECKING OUT AND LOAN PERIODS**

**2.1 General.** Patrons must present either their current Library Card or a picture ID to check out materials. For items in the Library of Things collection, adults must present Library Staff with their valid picture ID as well as their Library Card.

Children who do not have their Library Card may not check out materials.

**2.2 Loan Periods.**

Books	New Releases	7 days	Free
	3 Months or Older	3 Weeks	Free
Magazine & Audiobooks	New Releases	7 days	Free
	3 Months or Older	3 Weeks	Free
Music CDs & DVDs	New Releases	7 days	\$1 per item
	3 Months or Older	3 Weeks	Free
Things	all	3 Weeks	Free

**2.2.1 Library of Things.** To borrow a Library of Things item, the borrower must:

- Be 18 years of age or older
- Present a valid picture ID
- Be an Eaton Rapids Area District Library cardholder in good standing
- Review and complete the Lending Guidelines and Agreement Form at the Front Desk.

If a Library of Things item and/or accessory is lost, stolen or damaged, the borrower will be held responsible by the Eaton Rapids Area District Library for all applicable costs as determined by the Library’s cost paid at the original time of purchase.

The only exception to the Library of Things Circulation Policy is in regards to the Literacy Backpacks. This item may be checked out without any of the above mentioned restrictions.

**a. APPENDIX – LENDING GUIDELINES AND AGREEMENT FORM**

**ARTICLE III.  
RESERVING AND MATERIALS**

Materials not on the shelf may be reserved in person, by email, 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.

**ARTICLE IV**

## **INTERLIBRARY LOAN**

The Eaton Rapids Area District Library actively promotes cooperation with other libraries 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.

The Eaton Rapids Area District Library will adhere to all policies as defined by MeLCat.

## **ARTICLE V OVERDUE, LOST, AND/OR DAMAGED MATERIALS**

**5.1 General.** 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. Replacement charges will be assessed for items that are more than 60 days past due, returned to the Library damaged, or in a condition where they are no longer usable as determined by Library staff.

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.

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.

When a Library card holder claims an item has been returned, a search will be initiated for the item. It is expected that the Card holder will continue to look for the material while the Library searches for it. Notices will not be sent during this time. If the item is not located within one month, it will be declared lost. The Library will assume responsibility for two claimed returned items. The Library Card holder will be responsible for additional claims for returned items. Library Card holders cannot use claims returned on items in the Library of Things collection.

The library has the responsibility of reporting the item as stolen to the Eaton County

Prosecuting Attorney's office per MI Compiled Law 750.362 Failure to Return Rental Property. If item fees exceed \$100 or are in the Library of Things collection, the library has the right to report items to the legal authorities.

## **5.2 Fees**

- Video/Audio Case Replacement \$2.00
- An additional \$5.00 processing fee will be assessed for replacement copies.

## **ARTICLE VI 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.

## **ARTICLE VII PRIVACY AND CONFIDENTIALITY**

The Eaton Rapids Area District Library is bound by the Michigan Library Privacy Act (PA 455 of 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, email address or telephone number, or that identifies a person as having requires 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).

- b. APPENDIX – MICHIGAN LIBRARY PRIVACY ACT**
- c. APPENDIX – MICHIGAN FREEDOM OF INFORMATION ACT**