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## Circulation Policy

### Library Cards

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

- A. **Resident card**—available to any individual, 12 and older, who lives or owns property (or a business) in Richland Township including the village of Richland.
- B. **Paid membership card**—available for an annual fee of \$75.00 annually or \$30.00 for a 3 month temporary membership. Annual paid memberships are issued one per household to non-residents who want full resident privileges at Richland Community Library, including interlibrary loan. **Three month temporary memberships do not allow interlibrary loan privileges.** Library cards will be issued to adult residents of the household only. Renewals are granted for an additional annual fee. At the Director's discretion, this membership may be paid in installments, for \$20.00 per quarter.  
Note: Paid membership does not give paid members rights to reciprocal borrowing agreements, or Michicard status from Richland Community Library—those are agreements between a home library and participating libraries only.
- C. **Reciprocal borrower memberships**—available to individuals 12 and older, 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 cardholder's home library.
- D. **MichiCard guest memberships**—available to individuals 18 and older whose home library participates in the MichiCard program. Interlibrary loan privileges are only available to patron through a cardholder's home library. Michicard guest members are eligible to check out **print items only**, with a maximum of ten items out on their cards at a time.
- E. Access to paid electronic subscription databases and digital downloading services will be available to resident card holders and 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, or current utility bill. Post office boxes will not be accepted as proof of residence.
- B. MichiCard guest membership applicants must present their home library card, with a MichiCard sticker obtained from their local library, and a barcode.

- 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. 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 if there is a change of address or telephone, and to report lost or stolen cards immediately. Library cards may be replaced for a \$1.00 fee.

With pre-authorized, written consent, a parent/legal guardian may allow full-time babysitters/nannies to check out on their card. The parent/legal guardian will be financially responsible for all materials that are checked out on their card. Such permission will be granted in three months increments. The parent/ legal guardian needs to come into the library to provide such authorization.

#### **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** is allowed only with the written permission of the registered cardholder. Only authorized users, 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 50 items checked out at any time. Loan limits for specific media types are as follows for residents and paid members:

<b>Item Type</b>	<b>Limits</b>	<b>Checkout Period</b>	<b>Daily fines Max. fines</b>	<b>Renewals</b>
DVDs	20 items	14 days	.25/day up to \$10.00/item	1
High Demand DVDs *	3 items	7 days	.50/day up to \$10.00/item	Zero
High Demand Books	10 items	14 days	.50/day up to \$10.00/item	Zero
High Demand Audio/Music	3 items	14 days	50/day up to \$10.00/item	Zero

Books	50 items	28 days	.10/day up to \$5.00/item	1
Audiobooks	20 items	28 days	.10/day up to \$5.00/item	1
Music CDs	10 items	28 days	.10/day up to \$5.00/item	1
Non current Magazines	10 items	14 days	.10/day up to \$5.00/item	Zero
Interlibrary Loans**	50 items	21 days	.50/day up to Lending Library's fee	1
ILL Media loans		7 days		Zero

\* **High demand materials** such as new materials, bestsellers (all formats), holiday materials in season, book club selections, and hot school topics are subject to a lower item limit.

\*\***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.

**Low Limit Patrons** will have a maximum item limit of six (6) items, of which a maximum of three (3) may be high demand books/audio and one (1) may be a high demand DVD. This patron category will be restricted from checking items out if they have any overdues or fines. Patrons whose total fines reach \$50.00, or who are chronically overdue will be given this status for a six-month period.

### OVERDUE FINES

The Library charges nominal fines for materials returned after the due date, excluding Sundays and holidays. The fine schedule for the most commonly borrowed types of materials is listed above.

### Grace Periods

Books and other items have a one day grace period. If the item is returned or renewed during the grace period, no fines will be assessed. If the item is returned or renewed after the grace period, fines will be calculated from the date the item was due.

### Renewals

One renewal of items with standard loan periods are permitted, if the item is not reserved for another library user. Items may be renewed in the library, by telephone, or via the "My Information" feature on the Library's online catalog. **High demand materials may not be renewed.**

### Overdue Notices

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A first notice will be sent out after items are two weeks overdue; a second notice will be sent out after items are four weeks late. A final notice and bill for current retail replacement cost will be sent out for items that are eight weeks late. Failure to receive a notice will not be considered grounds for waiving a fine, as library users are responsible for keeping track of the due date of their library materials.

**Damaged or Lost Items**

1. Borrowers will be charged the current retail replacement cost for any materials that are lost or damaged beyond repair. Items will be declared lost approximately two months after the due date.
2. Borrowers who pay for damaged materials may, if they choose, have the damaged item.
3. The library does **not** refund materials that have been lost and paid for.

**Suspension of Borrowing Privileges**

Cardholders will have their borrowing privileges suspended when they have any item that is overdue by four weeks or when their fines exceed \$5.00. Parents and legal guardians are responsible for the fines of minors, and all fines of minors will be incorporated into the fine limit for the adult. Borrowing privileges may be suspended when the library has reason to believe that the cardholder has outdated address/phone information. Cardholder must present current acceptable identification to restore borrowing privileges.

**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.