

Community District Library

Circulation Policy

Service area:

The Community District Library will serve all residents of Burns, Caledonia, Hazelton, Perry, Shiawassee, Venice Townships and the cities of Corunna and Perry. Service will not be denied or abridged because of religious, racial, social economic or political status.

A reduced Library Card membership fee for residents of contracted service areas including Maple Grove Township.

A reciprocal borrowing agreement between Community District Library and Genesee District Library, Baker College and Vernon District Library will allow patrons to borrow materials free of charge. Patrons must have current I.D. or valid library card. (Check against MeLCat records)

Library Cards:

1. Regular Library Card

- a. A library card may be issued at no charge to residents of Burns, Caledonia, Hazelton, Perry, Shiawassee and Venice Townships and the cities of Corunna and Perry.
- b. A library card may be issued to any patron who is sixteen (16) years and older and with a valid drivers' license, or picture identification and a completed library application form. Picture identification must show applicants current address. Resident status will be verified using American Fact Finder (<http://factfinder2.census.gov>).
- c. Patrons fifteen (15) years or younger must bring a parent or guardian into the library to sign the application as the responsible party and provide a valid drivers' license or state ID.
- d. Property owners who own (and continues to own) property within the Community District Library service area may obtain a library card.

- e. Library employees are eligible for a library card at no charge until employment is terminated.
 - f. Regular library cards will expire every three (3) years.
3. Library Card for contracted service areas
- a. Residents living in Maple Grove Township may purchase a library card for an annual fee of \$35.00 per household.
2. Non-resident Card
- a. People who do not qualify for a regular library card and do not reside in the contracted service areas of CDL may purchase a non-resident library card for an annual fee of \$55.00 per family.
 - b. Teachers who are non-resident teachers may borrow materials for use in the classroom within the library's legal service area free of charge.
3. Student Card
- a. Student cards are available to students who attend school in the CDL service area, but live outside of the district.
 - b. Student cards are limited to 1 print material at a time. No audio visual material is included.
 - c. Student cards will expire on an annual basis.
4. Lost Cards
- a. In the event of a lost or stolen card, the patron is responsible for notifying the library immediately. The library 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.
 - b. The fee for replacement of a lost card is \$3.00.

Borrowing Materials:

Library users must present their library card or photo identification at the time of checkout. Children who do not have their library card may not check out materials. Borrowing limits per patron for library materials includes up to 50 print and/or audio and up to 5 Dvd's.

User Agreement:

By signing a library card application, patrons acknowledge that they are subject to the circulation policies, procedures and rules of the Community District Library.

Schedule of loan period and fines:

<u>Material Type</u>	<u>Loan Period</u>	<u>Renew Limit</u>	<u>Overdue Fine/Day*</u>
Books	14 days	1	\$0.10
Magazines	14 days	1	\$0.10
Audiobooks	14 days	1	\$0.10
Dvd's	3 days	1	\$1.00
New Dvd's	3 days	0	\$1.00
Music Cd's	7 days	1	\$1.00

Fees:

<u>Type</u>	<u>Per page/item</u>
Copies black and white	\$0.15
Copies Color	\$0.25
Copies double sided	\$0.20
Copies Legal size	\$0.20
Library card replacement	\$3.00
Non-resident card fee	\$55.00
Contracted resident card	\$35.00
Thumbdrive	\$5.00
Earbuds	\$2.00

*Byron and New Lothrop will be exempt from copy fees

Items borrowed through MeLCat by CDL patrons incur the same overdue fines as the corresponding formats of CDL items.

Revocation of Privileges:

Patrons who have accumulated \$5.00 or more in fines, fees, or charges for lost materials will have their borrowing privileges for all materials suspended until the amount due on their account is less than \$5.00. Access to public computers will also be suspended when fines or charges exceed \$5.00. Patrons who have been referred to the collection agency will have their borrowing privileges and public computer access suspended until all charges related to the collection agency referral have been paid in full.

Lost and damaged materials:

For lost materials or materials damaged beyond use, patrons will be charged the current list price determined by the Branch Manager. If the item is out of print or no longer available, patrons will be charged a default price based on the average list price for that type of material. Charges for damaged or missing materials and /or cases will be set by the Branch Manager. Payment of lost materials will be refunded if they are returned to the library within thirty (30) days.

Claims Returned:

When a patron claims an item has been returned, a search will be initiated for the item. It is expected that the patron will continue to look for the material while the library searches for it. Fines, if any, will no longer accrue and notices will not be sent. If the item is not located for 3 months, it will be declared lost. The library will assume responsibility for (1) one claims returned item. The patron will be responsible for any additional claims returned items.

Collection Agency:

Patrons with amounts due of \$25.00 or more and exceeding 90 days will be referred to a collection agency within the sole discretion of CDL. A fee of \$10.00 is automatically added to patron accounts referred to the collection agency.

Extenuating Circumstances:

Occasionally situations arise when exceptions need to be made for unusual circumstances. In those cases the Library Director may interpret these rules and authorize exceptions as needed.

Confidentiality of Patron Records; Freedom of Information Act Requests and Subpoenas

1. **Michigan Library Privacy Act**. The purpose of this policy is to preserve the confidentiality and privacy of the registration and circulation records of Library patrons to the fullest extent permitted by law. To that end, the registration and circulation records of the library shall be released or disclosed only in accordance with this Policy and the Michigan Library Privacy Act (PA 455 of 1982, as amended). If there is any conflict between the provisions of this policy and the Michigan Library Privacy Act, the terms of the Act will control.

Unless ordered by a court of competent jurisdiction, no employee of the Community District Library may release or disclose a Library Record (as defined below) to any person without the written consent of the person who is liable for payment or for return of the materials identified in that Library Record. In the case of a minor, that means the person who has co-signed for the minor's library card. Please note that if only one parent has co-signed for the minor's library card, the other parent cannot be given access to the minor's Library Records under the Michigan Library Privacy Act.

For purposes of this policy, a Library Record means a document, record or other method of storing information retained by a 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. A 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.

A Library Record is not subject to disclosure under the Michigan Freedom of Information Act (PA 442 of the Public Acts of 1976, as amended).

2. **Non-identifying Records.** Any other record or data pertaining to the circulation of library materials or any public record that does not meet the definition of a Library Record under the Michigan Library Privacy Act may be released or disclosed to the extent and in the manner provided in the Michigan Freedom of Information Act (See MCLA Section 15.235).

3. **Notification of Library Director.** The Library Director serves as the Freedom of Information Act (FOIA) coordinator for the Community District Library. Any employee of Community District Library who receives a request for public record or who is served with a subpoena, court order, or other legal process, to release or disclose any library circulation record or material shall promptly notify the Library Director. The Library Director shall review all requests and orders, consult with the Library Attorney and the Library Board, as necessary, and respond in an appropriate manner to each such request

4. **Subpoena.** If the Library Director believes that a subpoena seeks the disclosure of a Library Record covered by the Michigan Library Privacy Act, or seeks the disclosure of any other information that the Library Director believes is privileged or subject to non-disclosure, the Library Director will refer the matter to the Library Attorney. All subpoenas will be reported to the Library Board.