

CIRCULATION POLICY

Purpose

The Circulation Policy is established to ensure maximum access to the information and materials in the collection of Superior District Library.

Service Area

The service area of Superior District Library shall be as described in the District Library Agreement as approved by the Librarian of the State of Michigan on March 21, 2013 plus the contract townships of Drummond Island and Portage.

Registration

Residents

Library cards are free to: 1) residents of Superior District Library service area; 2) students at Lake Superior State University, and Bay Mills Community College; 3) individuals who own property in the Library's service area; 4) Residents of contract townships while their relationship with Superior District Library is being negotiated.

Non-Residents

Individuals who reside outside the Library's service area may obtain a card for borrowing privileges for an annual fee of \$80.00.

Temporary Residents

Individuals residing in transient addresses in the Library service area for less than 16 weeks may be issued a Temporary Card upon proof of local address and permanent address. A \$5.00 fee plus a \$20.00 refundable deposit is required for each period of temporary residency. This category includes seasonal visitors, seasonal workers and individuals residing at transient addresses.

Identification Needed

Applicants for Superior District Library cards (all categories) must present photo identification and relevant documentation giving proof of residence.

Resident and Non-Resident cards are valid for one year, at which time card holders may be required to verify address in order to renew the card.

Agency/Institution Cards

An agency/institution card may be issued upon receipt of a letter from an authorized official of the agency/institution. The letter will specify the agency/institution's responsibility to pay late fees, damages, or replacement costs for materials charged with the card, and personnel authorized to use the card. The card will be issued for one year and will require re-affirmation of the resolution for renewal. Normal loan limits and policies will be in effect.

Application Process

Applicant must present valid documentation and complete the application form. Parent, grandparent, or guardian must sign for children 12 and under.

Individuals must present their own library card to check materials out. Unless reported lost or stolen, it is assumed that the card presented belongs to the individual identified on the card. Card owner is responsible for all items charged on the card.

Lost/Stolen Cards

Lost/stolen cards must be reported to the Circulation Desk. There is a \$3.00 charge for a replacement card.

Loan Periods and Procedures

Loan limits

A valid library card is required to check materials out and to sign in for computer privileges. If a patron has forgotten his/her library card the items may be checked out with presentation of a valid driver's license or a State ID, or held for 24 hours. Use of a driver's license rather than the library card is done under exceptional circumstances.

A library patron may have unlimited checkouts.

There may be a limit of 3 titles on any one nonfiction subject for books.

The Library may place loan and time limits on new titles, holiday materials and high demand subject materials.

The Library may establish an "in house" collection for a period of time for high demand materials.

Reference

Reference materials do not circulate without permission of the Reference Librarian or Director. If permission is given, the material(s) may be checked out only overnight. A deposit of 50% or more of the replacement cost may be required.

Loan Periods, Fines and Fees

ITEM TYPE	LOAN PERIOD	FINE	MAXIMUM
New Books	1 week	20c/day	\$5.00 per item
Books	3 weeks	20c/day	\$5.00 per item
Audiobooks	3 weeks	20c/day	\$5.00 per item
Videos	1 week	20c/day	\$5.00 per item
Inter-Library Loans	As specified	20c/day	Cost of Item
Periodicals	1 week	20c/day	\$5.00 per item
Music CDs	3 weeks	20c/day	\$5.00 per item
Vacation Loans (books, audiobooks)	4 weeks	20c/day	\$5.00 per item

No fines will be assessed on closed library days. Fines may be waived under extenuating circumstances.

Most items may be renewed one time if there is no reserve hold. Renewals may be done in person, online, or by phone.

Materials may be returned by mail or to any Superior District Library. Late items returned by mail will have a fine assessed.

All materials must be returned in good condition to Superior District Library. Fines will be assessed on materials returned after the due date for either regular loan or special loan. An overdue notification will be made 14 working days after the due date. A bill for unreturned materials will be sent 28 days after the due date. The Library may employ a collection agency in which case a service fee will be assessed.

Special Loans

The Library may establish a different loan period for special collections, high demand materials, or materials in a new format. The size of the collection and the client demand will be the primary criteria for setting the loan period.

Vacation Loan

Patrons may request a “Vacation Loan” (4 weeks) for books and audios. No reserve books, periodicals, or videos may be charged to this special loan.

School Libraries Operated by Superior District Library

During the school year, grades K-5 will not be assessed a late charge. Grades 6-12 will be assessed a late charge of 20c/day per item up to \$5 per item. Superior District Libraries may ask schools to help notify students about outstanding materials and fines. Seniors who have reached the age of majority and have outstanding materials or fines may be sent to collection. Handling of lost materials is under the discretion of the library manager.

School staff is required to have a library card to check out any materials.

Damaged Items

The following charges may be assessed for materials returned damaged:

1. \$1.00 for each damaged page (torn or with erasable pencil marks);
2. \$2.00 for each plastic book jacket, cover art, or plastic book bag that must be replaced;
3. \$5.00 for each audio case damaged and needing replacement
4. \$5.00 for each missing bar code label.

Replacement costs

The following charges will be made for lost items or those items damaged severely enough to require replacement (such as a missing page, markings with pen, extreme heat/cold damage, etc.):

Replacement cost of the item, if available, will be assessed, otherwise:

1. \$25.00 for each hardcover book
2. \$8.00 for each paperback book
3. \$25.00 for each audiobook
4. \$5.00 for each magazine
5. \$18.00 for each music CD
6. \$30.00 for each video
7. \$100.00 or actual cost from lending library for each ILL book
8. \$75.00 for each reference book

In addition, a handling fee for re-ordering and processing will be assessed. The handling fee will be determined annually based upon costs for staff time and processing materials.

If the item is located within 2 years after payment, and the handwritten receipt produced, the Library will refund the amount minus the fine.

Suspension of Borrowing Privileges

Borrowing privileges may be suspended for any of the following reasons:

Unreturned items

Unpaid fines of \$5.00 or more

Damaged materials not paid for

Losing or damaging more than 8 items in a 12 month period

Limited privileges may be reinstated when a payment schedule is established and adhered to or when the patron demonstrates that proper care will be taken of materials loaned to him/her.

Special Service Fees

Interlibrary Loan: a handling fee will be assessed on each ILL request at the time request is made. The patron will also pay any fees assessed by the lending library. There is no fee for requesting books through PII or MeL.

Microfilm Interloan: a \$4.00 fee will be assessed on census microfilm at the time the request is made. Other microfilm will be assessed a \$1.00 ILL handling fee.

Videos: a \$1.00 fee is assessed on some items in this collection.

The library shall charge a penalty of \$25.00 for all checks that are returned for insufficient funds.

Confidentiality

All records, formal and informal, in the Superior District Library relating to registration and the subsequent circulation by patrons of materials provided by the Library are considered to be confidential in nature.

In order to prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be made available to anyone except under the written order of the Library Director, such order having been issued pursuant to a proper legal process, order, or subpoena under the law.

Upon receipt of any process, order, or subpoena, the person named and/or served shall immediately report to and consult with the Library Director and the legal counsel of the Superior District Library to determine if such process, order, or subpoena is proper and in full compliance with the proper legal authority. In the event the legal process fails to sufficiently identify or name in specific terms or specification the records on file in respect to an identified library patron, the request is considered to be defective and not binding upon the Library and its personnel, except under further due process of law.

Any problems or conditions relating to the privacy of a patron through the records of the Superior District Library which are not specified in the policy statement shall be referred to the Library Director, who, after study and consultation with the Library Board and/or legal counsel, shall issue a written decision as to whether to heed the request for information.

(The Library Privacy Act 455 of 1982)

Adopted April 24, 2014 – Effective July 1, 2014