

# 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, Portage, and DeTour Village.

## **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 District's service area; 4) Residents of contract townships while their relationship with Superior District Library has been negotiated.

### ***Non-Residents***

Households outside of the District's area may obtain a card for all district library services for an annual fee of \$45.00 per household. This applies to all persons residing at that address.

### ***Temporary Residents***

Individuals residing in transient or seasonal addresses in the District service area for 16 weeks or less 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 13 and under. Patrons holding a card at one District library may not get a library card from another Superior District Library.

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. If the patron does not have their card we will accept photo ID (for example: Driver's License, State ID, Passport, Tribal Card, Student ID) no more than 3 times before the patron either presents their card or pays for a replacement card.

### **Lost/Stolen Cards**

Lost/stolen cards must be reported to the Circulation/Check-out 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.

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

Each 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 Library Manager. 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 and Fees***

<b>ITEM TYPE</b>	<b>LOAN PERIOD</b>
One Week Books	1 week
New Books	3 weeks
Books	3 weeks
Audiobooks	3 weeks
Videos	1 week
Inter-Library Loans	As specified
Periodicals	1 week
Music CDs	3 weeks
Vacation Loans (books, audiobooks)	4 weeks

Superior District Library is a Fine Free District.

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.

Replacement charges for lost items may be paid at any Superior District Library.

All materials must be returned in good condition to Superior District Library. An overdue notification will be made 14 working days after the due date. A second or Final overdue notice will be sent 28 days after the due date. A bill for lost materials will be sent 60 days after the due date. Each Library may employ a collection agency in which case a service fee will be assessed.

### ***Special Loans***

Each 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***

Superior District Libraries may ask schools to help notify students about outstanding materials and charges. Seniors who have reached the age of majority and have outstanding materials or charges 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
9. \$5.00 non-refundable handling fee

If the item is located within two years after payment, and the handwritten receipt produced, the Library will refund the amount minus the non-refundable handling fee.

### **Suspension of Borrowing Privileges**

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

Unreturned items

Unpaid fees 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.

Each 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 each 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 District 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 District 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 District 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

Amended October 27, 2016 – Application Process – What to use if patron forgets library card

Amended July 27, 2017 – Application Process – Patrons may not get card if they owe fines at another affiliate, Reference – changed Director to Library Manager, Loan Periods – Item Type added One Week Books, where fines can be paid, and clarification on when overdue notices will be sent

Amended January 26, 2023 – The Superior District Library Board of Trustees voted unanimously to make SDL a Fine Free Library.

Revised 03/02/23