

## **VII. CIRCULATION POLICIES**

Circulation policies of the Monroe County Library System are intended to help meet the Mission of the Library by providing for convenient, user friendly access to the library's circulating collections in an equitable manner.

The basic purposes of the Monroe County Library System Circulation Policy are:

1. to provide maximum use of the materials collection;
2. to provide uniform policy for the retrieval of overdue materials.

Except as specified herein, these policies apply to all library materials, regardless of format, and all library users.

### **A. ELIGIBLE BORROWERS**

Residents: A person who resides in Monroe County, or pays property taxes in Monroe County, or attends a public or private elementary, secondary or post-secondary school within the boundaries of Monroe County, or is employed within Monroe County by an employer doing business within Monroe County, is eligible to borrow materials from any branch of the Monroe County Library System. Proof of residency, property tax payment, school enrollment, or eligible employment is required. All persons, regardless of residency, property ownership, school enrollment, or eligible employment may use library materials within all Monroe County Library System branch facilities. (approved 8/21/95)

Non-residents may broaden their use of library materials including the borrowing of materials from the library's collection and through interlibrary loan by paying an annual household borrowing fee established for the purpose of loan services. The amount of the fee will be revised by the Board of Trustees of the Monroe County Library System from time to time. The payment of non-resident borrower fees shall be on an annual basis with 12 month borrowing rights beginning on the date of payment.

The borrowing and loaning of library materials to non-resident borrowers is done under the same conditions and circumstances which are part of the normal Monroe County Library System operation and which may be changed from time to time by action of the Monroe County Library System Board.

Proof of Residency: The Monroe County Library System reserves the right to request that all persons borrowing materials show proof of residency, property ownership, payment of non-resident fee, current eligible employment, or enrollment in a public or private elementary, secondary, or post-secondary school within the boundaries of Monroe County.

Parental Responsibility: Library collections and services are available to all users regardless of age. Parents are strongly encouraged to read to their children and to guide their own children's reading and use of library materials as they deem appropriate. The Library does not stand in loco parentis. At the same time, the Library does not assess parents for the overdue fines of children.

## **B. LIBRARY CARDS**

Persons eligible to borrow materials from the Monroe County Library System must complete an application form for a library card and provide proper identification at the point the application is submitted. Each borrower will be allowed the choice of a full-sized card or a key chain card. Library cards are not transferable. The borrower must be present. The library card must be in hand to borrow. With proper identification, one checkout per account without card in hand will be allowed. Special circumstances may apply. See Section S. Children's Card & T. Limited Cards in this policy.

Library card replacement

The first library card is issued free of charge. A fee of \$1.00 will be charged to replace a lost library card.

## **C. LOAN PERIODS**

Loan periods will be established by the Director and reviewed and modified as deemed appropriate from time to time in a manner intended to maximize access to the circulating collections and to provide for efficient and effective library operations. Due dates for all materials will be provided to the patron at the time of check out.

## **D. GRACE PERIOD**

Monroe County Library System circulating materials are eligible for a ONE-week (dating from the original date due) extension period during which no overdue fines will be collected. This period shall be referred to as a GRACE PERIOD. After the grace period, overdue fines will be computed from the date due. There is no grace period for videos or DVDs.

## **E. RENEWALS**

Circulating materials will be renewed for two additional loan periods, if patron wishes, provided there are no holds waiting. Renewals can be made in person, online or by telephone. Materials from lending libraries outside Monroe County Library System

can usually be renewed after a phone call to the lending library by designated staff. Certain overdue materials may not be renewed.

#### **F. LENDING LIBRARIES OUTSIDE MCLS**

Materials loaned from other libraries outside MCLS will be handled the same as MCLS materials.

#### **G. LIMITS**

There will be no limits on the quantity of materials borrowed by patrons in good standing. Due to demand and size of the collection, individuals are limited to ten audio recordings, ten compact disks, three Art for Loan, and 15 videos, including five DVDs, at any one time.

#### **H. IDENTIFICATION**

The Library reserves the right to request identification from any borrower at the discretion of the Director and designated staff members. Any government-issued valid ID, preferably with photograph and/or signature, is accepted for obtaining library materials that require identification.

#### **I. HOLDS**

Any cataloged materials not currently on the shelf or in the system may be requested by a patron at no charge. The Library fills holds for materials in the order in which they are received. Items which are not owned by the Monroe County Library System will be borrowed from other libraries at the patron's request when possible. The Library reserves the right to limit the quantity and frequency of individual requests in the interest of equitable service.

#### **J. OVERDUE MATERIALS**

Overdue materials are materials retained longer than stated period of loan.

#### **K. OVERDUE CHARGES**

Charges will be levied for overdue materials at rates that will be set by the Director and reviewed from time to time. The intent of such charges is to encourage the timely return of materials. Any fine levied may be paid at any MCLS branch.

In cases of economic hardship or extenuating circumstances, fines may be reduced or waived at the discretion of the Director or designated staff.

A patron's borrowing privileges will be suspended when a \$5.00 fine has accrued or materials are long overdue.

#### **L. TELEPHONE RENEWALS OF OVERDUE MATERIALS**

When a patron calls to renew overdue materials, the amount of the fine will be computed, and patron advised that they may pay amount when materials are returned. Certain overdue materials may not be renewed.

#### **M. NOTICE OF OVERDUE MATERIALS**

When materials are not returned by the due date, the library will notify the patron in writing, by telephone, or through email on a schedule set by the designated staff and reviewed and revised from time to time. Failure to receive notice of overdue materials in no way lessens patron responsibility to return materials by the due date or relieves patron obligations for accrued fines, if any.

1. Excessive overdues: When the value of a patron's overdue material, replacement costs and/or fines reaches or exceeds \$100.00 the following procedure will be implemented: borrowing privileges will be curtailed, appropriate means will be utilized to secure the return of material, and the amounts owed will be settled including use of a commercial collection agency and/or notifying the appropriate law enforcement agencies and the County prosecutor. The Library will pursue legal means to obtain overdue material.

In the case of patrons wishing to settle large fines, a partial reduction in the amount owed may be negotiated at the Director's discretion, contingent upon the immediate return of all materials and/or the patron's meeting an agreed upon payment schedule.

2. Chronic Offenders: When a patron has fraudulently borrowed materials i.e. phony address or false identification, the dollar value will not limit contacting the County Prosecutor or law enforcement authorities as noted above.

When a patron has consistently abused loan periods by refusing to return the material, regardless of value, the same procedure will be implemented.

3. Staff Notices: Staff are expected to comply with the same circulation procedures as all other patrons. Materials must be checked out through normal processes to be borrowed. Normal fine schedules will apply to staff overdues.

## **N. LOST/DAMAGED MATERIALS**

Patrons will be assessed for damages when material is returned only if, in the librarian's estimation, it is damaged beyond normal wear and tear or is no longer usable.

If an item has to be replaced a charge will be assessed on the basis of a schedule set by the Director and reviewed and modified as necessary from time to time. This schedule will reflect costs for replacement of the material according to a formula that includes an amount for cataloging, handling, and processing. Items of more than average value may be individually priced for the purpose of such assessments.

In cases of economic hardship or extenuating circumstances such charges may be reduced or waived at the discretion of the Director or designated staff.

If an item is paid for, the patron is entitled to keep the damaged article.

A lost or damaged article may be paid for at any time but no refunds will be issued if the patron then locates the item.

Computation of overdue fines will stop when the patron notifies MCLS she/he cannot locate the item or that it's damaged beyond repair. Patron's accounts will be charged for replacement of lost item.

## **O. MICHICARD PROGRAM**

The Monroe County Library System participates in the MichiCard program.

## **P. NON-CIRCULATING COLLECTIONS**

The Library maintains a number of special collections which generally do not circulate. These include, but are not limited to the following:

George A. Custer: books, periodicals, maps, clippings, art, misc. media related to George A. and Elizabeth Bacon Custer. Collection housed at Dorsch Memorial Branch Library (Special designation CUS)

William McKendree Carleton: books, and miscellaneous written by and about William McKendree Carleton. Collection housed at the Carleton Branch Library. (No special designation)

Enrico Fermi: materials include documentation concerning the Enrico Fermi Atomic Power Plant, Monroe MI. Materials are on deposit through the Detroit Edison Company and the U. S. Nuclear Regulatory Commission and may be used in the library only. Collection housed at the Ellis Reference and Information Center.

Stephen Langdon: books dealing with mythology, one of which was written by Stephen Langdon. Collection housed at the Dorsch Memorial Branch Library (no special designation)

Dr. Edward Dorsch: books, manuscripts, art, misc. relating to Dr. Dorsch's life and works. Collection housed at the Dorsch Memorial Library (no special designation)

Henry Shaw Noble: books, mainly in French, donated in honor of H. S. Noble Collection housed at the Dorsch Memorial Branch Library (no special designation)

Michigan/Local History: books, periodicals, maps, clippings, art, misc. media documenting the history of the area. Includes demographic, geologic, sociologic and historical materials, church and family histories, and some fictional accounts of the local life and times. Main collection housed at the Ellis Reference and Information Center (special designation MI or MR)

Special arrangements with the collection librarian or department head may be necessary when using the special collections for extensive research. Special loan privileges may be given at the discretion of the collection librarian; identification will be required in the case of special loans. Limits on special loans will be established at the librarian's discretion. In the case of special loans, the regular fine schedule will apply.

## **Q. REFERENCE COLLECTION**

The Reference Collection consists of books, documents, maps, miscellany purchased and used especially for the research and informational needs of the staff and library patrons. The collection is housed separately from regularly circulating materials. (special designation R or Ref.) Reference items generally will not be circulated except when the older edition is available for circulation. Interloan to other branches or library systems will be done at the discretion of the department head.

Under certain circumstances, reference material may be loaned for overnight, one or two weeks depending on the frequency of use of the material and on the need of the patron or borrowing library. Limits on reference loan will be established at the discretion of the librarian.

## **R. DEPOSIT COLLECTIONS**

Deposit Collections of library materials are placed in a variety of locations other than library branches. These include collections loaned to Senior Citizen Centers and nursing homes. These collections are compiled and delivered directly to the Senior Citizen Center, Nursing Home or individual homes. The library rotates these collections from time to time. There are no limits or overdue fines.

## **S. CHILDREN'S CARD (10-6-97)**

The Monroe County Library System created a Children's Card option for parents or legal guardians of children under the age of 12 who want to limit their child's borrowing. The Children's card cannot and does not limit a child's access to materials while he/she is in the library.

THE CHILDREN'S CARD differs from standard library card accounts only in these ways:

- Borrowing limited to materials classified J and / or E.
- Available only to children under the age of twelve.
- Parent or legal guardian must assume responsibility for utilization of Children's Card option.
- Children's Card must be renewed annually or become a "full use" card.

If a child wishes to check something else out from the library, the child may do so in the presence of a parent and using the parent's library card.

## **T. LIMITED CARD (4-11-05)**

In an effort to grant borrowing privileges to as many patrons as possible, the library system has created a patron type called Limited.

Limited accounts are designed to be temporary accounts issued to patrons unable to offer the proof of identity and current residency required to receive a Regular patron account and its associated borrowing privileges. Many are issued to new county residents yet to update their driver's license, those who have recently moved, and other special circumstances.

Limited accounts allow these patrons to have checked out at one time 2 items (book, video, DVD, book on tape, CD) until they are able to gain full privileges with presentation of valid, current state-issued documentation, usually a driver's license or Michigan ID card, or the same from a parent.

To make qualifying for a Limited card as easy and flexible as possible, the following list is used. A patron must produce any of the following items to receive a Limited Card and is made aware of what is required to change the patron type to Regular and receive full borrowing privileges.

- Current Monroe County lease or rental agreement
- Current passport
- Phone call home verifying address
- Current official mail, usually a utilities bill
- Current proof of auto, renter's or homeowner's insurance
- Current report card or school schedule
- Work ID
- Military ID
- Checkbook with address or current bank statement
- Current pay stub from Monroe County employer
- Medicaid card
- Current out-of-state driver's license or state-issued ID
- Library staff or teacher OK

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