

GENERAL OPERATING POLICIES

I. Circulation

A. Purpose: The Bad Axe Area District Library Circulation Policy is adopted to ensure that materials are widely available and that patrons have the opportunity to check out materials according to the rules of the policy.

B. Eligibility: The Library makes available materials for loan to all Bad Axe Area District Library residents, owners of property within the Library district, residents of municipalities with library service contracts and reciprocal libraries. Patrons who live within the legal service area of a reciprocating Michigan eLibrary Catalog (MeLCat) member library that meets Library of Michigan certification requirements and have a valid library card from their home library may borrow from the Library. Non-residents may receive a library card upon payment of a non-resident fee.

C. Library Cards: To borrow materials from the Library, an individual must have a valid library card. To obtain a library card, an individual must complete a library card application and present a valid photo ID and proof of current residence in person at the Library. Only one card will be issued per applicant. A charge will be assessed for replacement of a lost card. Staff will issue cards to Bad Axe Area District Library residents and others eligible for a Library card. Residents of other library districts or service areas must obtain a card from their home libraries or pay a non-resident fee for a Bad Axe Library card.

Library district residents who are minors five years or older (but under the age of under 18) must complete a card application and Consent Form for Library Cards for Minors, the latter of which must be signed by a parent or guardian who agrees to be liable for payment for or return of the materials identified in that library record, including responsibility for any fines or fees accrued for late or billed materials. A parent or guardian must be present at the time a minor card is issued. Patrons must present their library cards to check out materials.

Library staff will not assume the responsibility of restricting borrowing due to ratings or content of materials except that "R" rated videos will not be checked out to minors 17 years and younger without parental consent, because the Library Board believes that such a restriction is consistent with community standards.

The Library will issue cards for institutional use by facilities located within its service area. The card will be issued in the name of a single person who represents the facility. Borrowing privileges will be limited to materials to be used in the facility's operations or programs. Materials may not be borrowed for the facility representative's personal use.

Library card accounts expire every three years on the month and day of issuance of the card. To renew an account, a patron or the parent/guardian of a minor patron must be present in person or by telephone and may be asked to provide valid photo ID and proof of residence as required for the original issuance of a card.

D. Acceptable Forms of Identification: The following are the acceptable forms of identification necessary to obtain a library card:

1. Government issued photo ID such as a current driver's license, Michigan State ID card, or passport.

2. At the Director's discretion, alternate proof of residence may be accepted including state-issued ID with current address, a copy of a lease agreement, a property tax receipt, a utility bill mailed to a Library district address within the last 60 days, or a voter registration card

E. Circulation Periods: All residents and non-residents shall have the same borrowing and use privileges.

1. *Initial Loan Periods*: Books and audio books circulate for a period of three weeks at no charge to the patron. Non-book materials, magazines and catalogs will circulate for a period of one week. Use fees will be reviewed annually by the Library Board.

2. *Limits on Materials*: Patrons may not check out more than 15 items at a time, including MeLCat borrowed items, unless the Director grants permission to check out more than 15 items. For the first two months after a new patron has received a card, checkout will be limited to three (3) items.

3. *Renewal*: Patrons may renew books or audio books for a second three-week period. However, if a patron is waiting for the title, the item will not be renewed. Music and games may be renewed up to two times for a total checkout of three weeks. Patrons may renew up to 15 items by bringing them into the Library, phoning the Library or renewing on-line. Hot spots, magazines and movies may not be renewed.

4. *Interlibrary Loan*: If an item is unavailable at the Library, the Library will attempt to borrow it from another library. If the item is inexpensive or new, in print and within the scope of the Library's collection, the Library will purchase the item rather than borrow it.

The Library will fill the reasonable interlibrary loan requests of any library. Borrowing libraries will be subject to the same rules, restrictions and liabilities as library patrons except that the loan period will be four weeks for books and audio books and one week for audio-visual items. The Library reserves the right to refuse interlibrary loan requests if the requesting library has a history of failing to return materials or if the request is for materials that are in demand at the Library or not suitable for mailing.

F. Patron Responsibility:

1. A patron is responsible for all items checked out on his/her card.

2. Patrons will supply the Library with correct current contact information upon receipt of a card and agree to inform the Library of any updates to home address, phone number, or email as soon as possible.

3. Patrons must report a lost or stolen card immediately and are held responsible for all materials checked out on the card until the Library is contacted. The Library will provide to patrons a list of items checked out for insurance or police reports.

4. Patrons agree to return borrowed items by the due date or pay any late fees or charges assessed. Library borrowing privileges will be suspended if a patron's fine balance exceeds the set maximum limit as provided in Section II. A.

5. Patrons with a fee balance of \$50 or more, not paid within ninety (90) days, may be sent to a collection agency. Patrons are responsible for all fees assessed due to collection agency submittal.

G. Book Reserve: The Library will reserve any item for a patron and will notify the patron when the item is available. If the item is not picked up within 7 days of notification, it will be taken off reserve.

II. Limits and Fees

Patrons shall be responsible for any of their fees or other charges in accordance with the Library's standard schedules. Such schedules shall be adopted by Resolution of the Library Board and may be changed from time to time. Failure to pay these may result in the suspension of borrowing privileges. Fines and unpaid fees over \$5 will result in the loss of Library privileges, including the ability to check out library materials and internet privileges. Refunds on Lost & Paid items are limited to six months after the payment was made to the Library. The current fees and fines are as follows:

A. Limits

Number of free photocopies from non-circulating materials: 3

B. Fees

Copies: 10 cents per page; 25 cents per microfilm and computer-generated page;
50 cents per color copy

Replacement fees:

Library Card: \$1.00

Library materials: current list price

Barcode: \$1.00

Cases: Music cases: \$1.00; DVD cases: \$2.00

Instruction books for electronic format: \$5.00

Deposit for reinstating revoked card: \$50

Nonresident fee: \$40 per family per year

Charge for reinstating lost item: \$3.00

Fax transmission: \$1.00 per page (incoming and outgoing)

Limits and Fees will be reviewed annually by the Library Board.

C. Overdue Materials:

Patrons who fail to return materials will be given written notice after the materials are two weeks overdue. At three weeks, they will receive a telephone call. When materials are four weeks overdue, patrons will be billed for the value of the materials.

If a patron claims that overdue materials have been returned, the Library staff will search for the materials and ask the patron to make one more search. If the materials are not located, the patron will be billed for the material after one search of the Library.

Patrons who fail to return materials and who fail to respond to requests for return of overdue materials will have their library privileges revoked.

Patrons whose library privileges have been revoked may be reinstated only by paying a refundable deposit that will be returned without interest after a year of responsible borrowing. The amount of the deposit is subject to annual review by the Library Board.

D. Fax Machine:

1. *Outgoing Faxes.* Faxing of documents will be done by the Library staff. Fax cover sheets may be filled out for each transmission and are available at the circulation desk. If requested by a patron, a confirmation page will be provided to confirm successful transmission.

2. *Incoming Faxes.* The Library will receive incoming faxes if contacted and informed of when to expect the transmission, to whom the incoming fax is addressed and who will be paying for it. The Library will attempt to contact the recipient if the contact information is available, but is not required to do so. The Library reserves the right to discard any fax, particularly if the fax is not picked up within 48 hours after receipt.

3. *Errors.* The Library is not responsible for errors due to poor image quality, problems on the fax receiving end, incorrect fax numbers or other related problems.

III. School Use of Library

At the discretion of the Library Director and/or staff, a class may use the Library as a research facility if its teacher is present.

IV. Library Hours

Monday through Friday	10:00 a.m. to 6:00 p.m.
Saturday	10:00 a.m. to 2:00 p.m.
Sunday	Closed

V. Closing for Holidays

The Library will be closed on the following holidays:

New Year's Day	Thanksgiving Day
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	New Year's Eve
Labor Day	

VI. Library Closing

The Library Director, or a designated person, will close the Library when conditions are such that remaining open might be hazardous. The staff will be dismissed at the discretion of the Library Director.

VII. Designated Newspaper

For any notice that requires publication by newspaper, the Library shall publish such notice in the Huron Daily Tribune.

VIII. Returned Checks

1. No personal checks will be accepted without a drivers' license number.
2. Patrons whose personal checks have been returned shall be notified by phone and by mail.
3. Patrons will be given seven days from the date the notification was sent by mail to reimburse the amount of the original check.
4. Patrons will be assessed a \$15.00 service charge on all returned checks.