

SER 102 CIRCULATION POLICY December 16, 2015

I. Mission Statement –

Mission Statement:

Empowering our diverse communities to learn, imagine and connect.

2. Philosophy –Capital Area District Libraries subscribes to the American Library Association Code of Ethics, the Library Bill of Rights, and the American Library Association’s Freedom to Read Statement and associated policies.

The following policies are intended to give all members of the public equal and fair access to the library’s collections. The library provides open access to all materials and services of the library.

Library policies are covered by the Elliott-Larsen Civil Rights Act, PA 453 of 1976 as last amended which recognizes the opportunity to obtain public service “without discrimination because of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status” as a civil right.

“Parents or legal guardians – and only parents or legal guardians – have the right and the responsibility to restrict the access of their children – and only their children – to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials, or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.”

3. Library Cards – Library patrons must have a full-service Capital Area District Libraries card to check out materials and use public computers. Library patrons must use their personal Capital Area District Libraries card to sign up for CADL public access computers. Only individuals and organizations with full-service Capital Area District Libraries cards may reserve meeting room space in CADL libraries.

Library Cards are not required to enter the library, use library materials in the library, attend programs and events, or use the “Express” computers.

- 3.1 Full-Service Library Card – A full-service Library Card may be issued for a period of four years at no charge to the following types of users:
- Residents: Any person who lives (and continues to live) within the Capital Area District Libraries service area.
 - Property Owners: Any person who owns (and continues to own) property within the Capital Area District Libraries service area.
 - Resident Businesses and Institutions: Businesses and Institutions located within Capital Area District Libraries service area are eligible for one card per business or organization. Applications from Businesses and Institutions must be approved by the Associate Director or Designee.
 - Library Employees: Employees of Capital Area District Libraries are eligible for a library card at no charge until their employment is terminated.
- 3.2 Youth One Book Card – A Youth One Book Card may be issued to children under 18 years of age who are able to provide their name, home address, telephone number, and date of birth. Youth (Resident) and Youth One Book cards are issued for a period of four years or until one month after the patron's 18th birthday, whichever comes first. If there is a question as to whether the information the application is accurate, staff members may request identification. The Youth One Book Card may be used to check out one book or one magazine. A-V material is not included. When the book or magazine is returned, the child may borrow another book or magazine. A Youth One Book Card may be issued if the child does not have a library card or if the child's library card is expired. Youth One Book Cards may not be used for computer access.
- 3.3 Temporary Digital Library Card – New library users may register online for a temporary digital library card that allows access to designated online services. Patrons with a temporary digital card may not check out physical items, use MeLCat, use public computers, reserve meeting rooms, or place holds on more than 3 CADL items. The holder of a temporary card must visit the library within 21 days of the date of the online application, with photo identification and proof of current addresses, to get a regular full-service library card. Digital library cards not converted to full-service library cards within 21 days will be cancelled, including any holds placed with the digital card.
- 3.4 Memberships – People who do not qualify for a regular library card may purchase an Individual Library Membership for a non-refundable yearly fee of \$50 or \$75 for a Parent/Child Membership, or a non-refundable 6-

month fee of \$25 for an individual or \$37.50 for a parent/child membership. An individual membership qualifies the person for an individual full-service library card. The Parent/Child Membership qualifies one adult for a full-service library card as well as individual full-service library cards for each child under 18 years of age and for whom the adult is the parent or legal guardian. All cards issued as part of a Parent/Child Membership will have the same expiration date as that of the first card in the Parent/Child Membership.

Full-service membership entitles library patrons to borrow all materials and use all services subject to the same rules and regulations as regular full-service card holders.

- 3.5 Identification – Applicants for library cards must show picture identification, proof of current residential address, and provide their date of birth. Applicants may be required to provide proof of date of birth. For applicants under the age of eighteen (18), a parent or legal guardian must be present with the applicant and present picture identification. When the library card expires, borrowers will be asked to provide identification to verify their address. The Library may, at any time before the expiration date, require that current address identification be shown; so borrowers should bring identification in addition to their library card.

- 3.6 Lost Cards – 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 a library card is the owner of that card or has the permission of the owner to use the card.

Until the Library is notified of a lost or stolen card, a library card is valid and its owner is responsible for all use of the card and for any lost or overdue materials and fees incurred. In case of children under age 18, the parent or legal guardian who signed the library card application is the responsible party.

In order to obtain a replacement library card, patrons must produce identification.

- 3.7 Borrowing Materials – Library users must present their full-service library cards at time of check out. Adults who have forgotten their library card may check out materials by presenting photo identification.

Children who do not have their full-service library card may not check out materials.

- 3.8 User Agreement – By signing a library card application, patrons acknowledge that they are subject to the circulation policies, procedures

and rules of Capital Area District Libraries. Library staff members and Library Board members are subject to all provisions of this circulation policy.

4. Overdue Fines – Overdue fines will be charged as follows:

DVDs/BluRays/VHS Tapes (7-day checkout)	\$1 per day
New DVDs/BluRays (3-day checkout)	\$2 per day
Video Games	\$1 per day
Books	\$.20 per day
Music CDs/Cassettes	\$.20 per day
Audiobooks (CD/MP3/Tape)	\$.20 per day
Magazines	\$.20 per day
Software CD-ROMs	\$.20 per day
Other CADL Materials	\$.20 per day

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

All items are due on the specified due date.

Maximum overdue fines for any single item will be established based on the type of item.

Patrons borrow and use audiovisual materials at their own risk. Capital Area District Libraries is not responsible for patron audiovisual equipment malfunction or damage.

5. Revocation of Privileges – Patrons who have accumulated \$10.00 or more in fees, fines, or charges for lost materials will have their borrowing privileges for all materials suspended until the amount due on their account is less than \$10.00. Access to public computers will also be suspended when fines or charges exceed \$10.00. 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, even if their account balance is less than \$10.00.

6. Lost and Damaged Materials – For lost materials or materials damaged beyond use, patrons will be charged the current list price and a \$5.00 processing fee. 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 containers will be set by the library director. This policy will apply to all materials including materials borrowed from another library via MeLCat or through interlibrary loan-

7. Claims Returned Items – 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 within 6 months, it will be declared lost. The library will assume responsibility for two claims returned items. The patron will be responsible for additional claims returned items.
8. Collection Agency – Patrons with amounts due of \$40 or more and exceeding 60 days will be referred to a collection agency within the sole discretion of CADL.
9. Bankruptcy –Capital Area District Libraries will comply with Discharge of Debtor orders from bankruptcy courts where CADL has been listed as a creditor. Patrons who have filed for bankruptcy listing CADL as a creditor and who have received a Discharge of Debtor order must provide a copy of the Discharge of Debtor order to CADL. After being presented with the Discharge of Debtor order, outstanding balances for damaged or unreturned materials will be removed from the patron's account and the accounts of minor children for whom they are the signing parent, provided the charges were incurred prior to the date of the bankruptcy filing. Outstanding balances due to overdue fines will not be removed from a patron's account pursuant to 11 U.S.C. §523(a)(7).
10. Procedures – The Director may establish any procedures needed to implement this policy.
11. Extenuating Circumstances – Occasionally situations arise when exceptions need to be made for unusual circumstances. In those cases the Head Librarian, Associate Director, or the Director may interpret these rules and authorize exceptions as needed.