

**CAPITAL AREA DISTRICT LIBRARIES**  
**SER 102 CIRCULATION POLICY**  
JUNE 25, 2025

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. CADL is also committed to providing public service without discrimination based on gender identity or expression or sexual orientation.

3. Access to Materials

CADL and its board considers reading, listening, and viewing library materials to be individual, private matters and believes that full, confidential, and unrestricted access to information is essential for all patrons to exercise their constitutional rights. CADL will not, either directly or indirectly, ban or censor any material. The presence of an item in the library does not indicate any endorsement of its content by CADL.

CADL affirms, adopts, and will act consistent with the American Library Association’s Library Bill of rights, the Freedom to Read Statement, and the Freedom to View statement. Consistent with the American Library Association, CADL adopts and will abide by the following:

“The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “Libraries: an American value” states, “we affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.

Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians

have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor's access to materials.

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.”

(Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights. Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* “Free Access to Libraries for Minors”; July 1, 2014; and June 25, 2019.)

4. Library Cards – Library patrons must have a 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 Guest Pass computers.

- 4.1 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 Collection Development 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.
- 4.2 Youth One Card – A Youth One 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 Cards are issued for a period of four years or until one month after the patron's 18<sup>th</sup> birthday, whichever comes first. If there is a question as to whether the information on the application is accurate, staff members may request identification. The Youth One Card may be

used to check out one book or one magazine. Youth One Cards do provide access to CADL's digital collections. A-V material is not included. When the book or magazine is returned, the child may borrow another book or magazine. a Youth One card may be issued if the child does not have a library card or if the child's library card is expired. Youth One Cards may be used for in library computer access. Youth One Cards are not issued or renewed for members with Student Success cards.

- 4.3 Student Success Card – Student Success cards are issued by special arrangement with school districts who have agreed to share public directory information and signed a memorandum of understanding participating in the Student Success Initiative. All agreed upon students in the district will be issued a Student Success card, even if they already have a CADL card of any type or status. Parents and legal guardians may choose to opt their student out. The Student Success card may be a library-issued card, or use a student ID or other identifying number, based on the memorandum of understanding. The Student Success card may be used to check out five items, including books, magazines, and audiobooks. Music CDs, DVDs, BluRays, and Library of Things items are not included. It also provides access to digital collections and library public computers. Parents or legal guardians are responsible for returning items.
- 4.4 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 or verify online 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. New paid non-resident memberships must be obtained by visiting the library. Digital library cards not converted to full-service library cards within 21 days will be cancelled, including any holds placed with the digital card.
- 4.5 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 resident full-service card holders.

## Other Requirements

- Applicants under the age of 18: For applicants under the age of eighteen (18), a parent or legal guardian must be present with the applicant, present valid picture identification as outlined below, and sign the application. Parents or guardians are responsible for all items checked out on their children's cards.
- New Card Applications - Outstanding Charges for Minor Children: Individuals who are applying for a new library card and who are the signing parent for a child who owes \$10.00 or more must reduce the amount owed by the child to less than \$10.00 in order to be eligible for a new library card.

- 4.6 Library Card Renewals – Outstanding Charges: Individuals with charges/fines of \$10.00 or more on their account must pay the charges/fines down to less than \$10.00 in order to renew their library card. In addition, individuals who are the signing parent for a child who owes \$10.00 or more must reduce the amount owed by the child to less than \$10.00 in order to be eligible to renew their own library card.

Patrons may request a one-time 21-day extension if their library card is expired or close to expiring.

- 4.7 Identification – Applicants for library cards must show picture identification or an official birth certificate copy with seal, 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 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. The library may confirm identity and/or address using a commercial address verification service in lieu of requesting identification and/or proof of address for online registrations and renewals.

- 4.8 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.

- 4.9 Borrowing Materials – Library users must present their library cards at time of check out. Adults who have forgotten their library card may check out materials

by presenting photo identification, except for items in the Library of Things collection. For items in the Library of Things collection, adults must present their library card and valid government-issued photo ID.

Children who do not have their library card may not check out materials, except as noted in a memorandum of understanding for Student Success cards, when they must be able to provide the information identifying their school account.

All items are due on the specified due date.

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

- 4.10 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.

5. Revocation of Privileges – Patrons who have an item 10 or more days overdue will have borrowing privileges for all physical materials suspended until the item is returned, the charge for the lost material is paid, or the amount due on the patron's record is less than \$10.

Patrons who have accumulated \$10.00 or more in fees or charges for lost materials will have their borrowing privileges for all physical materials suspended until the amount due on their account is less than \$10.00. Patrons who have been referred to the collection agency will have their borrowing privileges 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.

Borrowing of physical items may be suspended when items on loan to a patron have been returned with evidence of pests that are known to be damaging to library materials or that can result in pest infestations in library facilities, including, but not limited to: roaches, silver fish, some types of beetles and bed bugs. Suspension of borrowing privileges will be lifted after the patron presents proof of treatment by a licensed pest control company. Patrons may be asked to return items to a staffed desk for six months following treatment. Borrowing of digital items may not be affected.

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. Damaged materials may include items returned with evidence of pest infestation as described under 5. *Revocation of Privileges*.

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 Executive 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 believes an item has been returned, its status will be updated to “Claims Returned” in the patron account, and 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. 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. Patrons cannot use a Claims Returned on an item in the Library of Things collection.
8. Billed Items – Based on the library’s Code of Conduct policy, failure to return CADL property constitutes larceny, and CADL has the right to report these matters to the appropriate authorities. Failure to return CADL property or to pay replacement costs may result in criminal charges.
9. 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.
10. 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.
11. Procedures – The Executive Director may establish any procedures needed to implement this policy.
12. Extenuating Circumstances – Occasionally situations arise when exceptions need to be made for unusual circumstances. In those cases the Head Librarian, Associate Director, or the Executive Director may interpret these rules and authorize exceptions as needed.