

CIRCULATION POLICY

STATEMENT OF PURPOSE

In order to provide wide access to Library materials through maximum use of the collection in a uniform matter, the Pinckney Community Public Library Board will set policies for length of loan period, renewals, reserves, fines, fees and limits. The Library will determine who is eligible to borrow materials and will provide for the return and replacement of such material.

LIBRARY CARD – ELIGIBILITY AND TYPE

The Pinckney Community Public Library issues a Library card at no charge to any resident or property owner with required identification.

REGISTRATION OF LIBRARY CARDS

Required registration information, as applicable, includes: name, address, business address, contact phone number, email address, driver's license or State ID and birthday. Parents or legal guardians must assume financial responsibility for anyone seventeen (17) years of age and under.

A driver's license or State identification card will be accepted as proof of current residency and verification of identity.

RECIPROCAL BORROWING ARRANGEMENTS

The Pinckney Community Public Library believes in resource sharing through reciprocal borrowing arrangements with other libraries. Reciprocal borrowing has been arranged with the Michigan eLibrary (MeL) as well as with The Library Network (TLN). Reciprocal borrowing arrangements provide expanded access to materials for Pinckney Community Public Library and are subject to the regulations of the Michigan eLibrary and The Library Network.

THE LIBRARY NETWORK (TLN)

As a member of The Library Network, the Pinckney Community Public Library will accept Library cards from member libraries of The Library Network subject to fair use guidelines, as outlined in the TLN Cooperative Plan. The TLN cardholders are subject to all the local circulation policies and procedures established by the Pinckney Community Public Library. The Pinckney Community Public Library will not, however, accept Library cards issued from TLN member libraries that indicate they are valid only at the issuing Library.

In turn, Pinckney Community Public Library cardholders will receive reciprocal borrowing privileges at TLN member libraries, subject to the fair use guidelines, as outlined in the TLN Cooperative Plan and the member Library's local policies and procedures.

PRESENTATION OF LIBRARY CARD

While it is preferred that a Library card be presented when checking out materials, the Library recognizes that there will be times when a patron does not have their library card available. A registered patron may check out materials without a library card upon presentation of proof of identification. (NOTE: Library Cards MUST be presented, along with a Driver's License or State ID card in order to borrow Mobile Wifi Hotspots.)

STANDARD LOAN PERIOD

The Library establishes standard loan periods for the various materials in the collection:

- A. *New Materials General Collection Items*—i.e. books, audiobooks, music CDs, Playaway Pre-Loaded Audiobooks, and TV Series (excluding DVD movies)—have a standard loan period of two (2) weeks unless otherwise indicated, with no renewals. Items are designated as new for 90 days.
- B. *New Materials DVD Movies* have a standard loan period of three (3) days, with no renewals. Items are designated as new for 90 days.
- C. *Regular General Collection Items* after being removed as NEW will have a standard loan period of three (3) weeks unless otherwise indicated, with 1 renewal.
- D. *Regular DVD Movies* after being removed as NEW will have a standard loan period of three (3) days, with 1 renewal.
- E. *Nontraditional Items and Non-Circulating Collection Materials* – i.e. Laptops, Hotspots, and other equipment—have varied loan periods. Check the appropriate section of the policy for loan periods on these types of materials.
- F. Due to the small size of our collection, we are limiting book circulation to 10 items per person (not exceeding 30 per family), with a limit of 5 items for popular materials and formats.

The Library reserves the right to make exceptions.

NON-CIRCULATING MATERIALS

Reference materials, local history items, newspapers, new issues of magazines, and filmstrips do not circulate.

RENEWAL OF MATERIALS

The renewal of library materials may be done in person, online or by telephone. New materials or an item that has a reserve on it will not be renewed. An overdue item may be renewed in person or by telephone as long as there is no reserve on it. There is a limit of 10 books renewed at one time.

Interlibrary loan materials are only renewable upon the approval of the lending library. The renewal period is also determined by the lending library.

RESERVE OF MATERIALS

As a special service to eligible Library patrons, a reserve may be placed on eligible library materials by telephone or in person. There is no limit to the number of items that a patron may have on reserve. The patron will be notified in compliance with the Michigan Library Privacy Act when the reserve becomes available. The item will be held for pickup for seven (7) days.

OVERDUE FINE

Starting January 1, 2019, the Pinckney Library will no longer charge daily overdue fines. Notifications will be sent out to patrons who have overdue items. It is the responsibility of the cardholder to return all materials on time. Materials that have not been returned 8 weeks past their due date will be declared lost and the cardholder will be required to pay for the replacement of materials, with an additional \$5 administrative fee. (See corresponding policy on *Bill For Replacement of Lost and/or Damaged Material* section below.)

DELINQUENT PATRON

Should a patron be charged a lost and/or damaged material fee that reach a total of \$10 or more, the patron's status will be changed to Delinquent Patron and their circulation privileges will be revoked. The Library reserves the right to turn any delinquent patron's account over \$50 to a collection entity.

BILL FOR REPLACEMENT OF LOST AND/OR DAMAGED MATERIALS

It is the responsibility of the patron to return materials in good condition and on time. If an item is declared lost, the patron must pay the replacement cost of the item. The replacement cost will be the actual cost of the item. The Library will also accept an exact duplicate of the item that has been billed for replacement in lieu of payment.

If an item is damaged to the extent that it can no longer circulate in the collection, the patron is responsible to pay the replacement cost for the item.

A \$5.00 administrative fee will be assessed on all lost and/or damaged material.

CLAIMS RETURNED

When a patron claims an item has been returned, a search will be put on the item. It is expected that the patron will continue to look for the book while the Library searches for it. If the item is not located within thirty (30) days the item will be marked lost and patron will be responsible for the cost of the item. The patron could be considered delinquent until account is settled.

CONFIDENTIALITY OF PATRON – REGISTRATION

All patron registration information shall be treated by the staff of the Pinckney Community Public Library as confidential, including name, address, telephone number and any other information provided on the patron's registration form. This information, however, may be subject to submission to a collection entity should the patron become delinquent and is in default of payment or if the patron has exceeded \$50 in material fines. This policy also prohibits disclosure of whether or not a person has a Library card.

Any employee of the Pinckney Community Public Library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any registration record shall promptly notify the Library Director.

The Library Director shall deny, in writing, all requests for the release or disclosure of registration information unless the Library Director has received the written consent to such release or disclosure from the person(s) identified in the records. Patron registration information is considered by the Library Board to be "information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy" as exempted from disclosure in the Michigan Freedom of Information Act, MCL 15.243(1).

The Library Director shall deny, in writing, any designated "Freedom of Information Act" request for the release or disclosure of confidential patron registration information.

The Library Director, after consultation and advice from an attorney, shall comply with any subpoena or court order to release or disclose patron registration information.

The authority for this policy is the Michigan Freedom of Information Act, 1976 Public Act 442, MCL 15.243(1)(a) regarding information of a personal nature where the disclosure would constitute a clearly unwarranted invasion of privacy.

COMPLIANCE WITH THE MICHIGAN LIBRARY – PRIVACY ACT POLICY

It is the policy of the Pinckney Community Public Library to preserve the privacy of circulation records of its patrons to the fullest extent permitted by law. Library staff shall not release library records to any person other than the patron named in the record (i.e. the library cardholder) unless the patron is in delinquent standing and information may be shared with the library's collection entity. The Michigan Library Privacy Act prohibits disclosure to all third parties, including parents or other persons who have signed to accept financial responsibility for the cardholder.

DISCLOSURE OF LIBRARY RECORDS

As permitted by the Library Privacy Act (Act 455 of 1982), the Pinckney Community Public Library will disclose library records to a third party(ies) upon the written consent of the cardholder. This includes disclosing a title(s) when performing a renewal of library material.

EQUAL ACCESS TO MATERIALS

The Pinckney Community Public Library endorses the Library Bill of Rights (Appendix A), which states, “a person’s right to use a Library should not be denied or abridged because of origin, age, background or views.” The “right to use a Library” includes use of, and access to, all Library materials and services. The Library also endorses the American Library Association’s Free Access to Libraries for Minors; An Interpretation of the Library Bill of Rights Statement. As that document states, “it is the responsibility of the parent or legal guardian to restrict their children from access to Library materials and services. People who would rather their children did not have access to certain materials should advise their children.” It is not the responsibility of the Library or its staff to act in loco parentis. It is the responsibility of the Pinckney Community Public Library and its staff to provide equal access to Library materials and services for all Library users.