

## **Adrian District Library**

### **Circulation Policy**

The Adrian District Library (ADL) values the pursuit of individual and community goals by ensuring the open exchange of diverse materials and ideas. In support of the library's mission "to enhance personal enrichment and promote literacy and lifelong learning," the library offers materials for loan, interlibrary loan services, and access to the library's electronic resources to all residents and property owners of the Library District, which consists of the City of Adrian. A business owner or head of an organization may apply for a corporate card for business use.

Deviation from this policy by library staff is permitted with approval from the library director or their designee.

### **Library Cards**

To borrow materials from ADL, library users must have a valid library card. Library card applications may be obtained at the Main Desk within the library. Alternatively, library users may apply for a library card online via the library's website at [www.adrian.lib.mi.us](http://www.adrian.lib.mi.us). Individuals who apply online will still need to come into the library to complete their application and provide the information cited below.

- A. Users must present valid photo ID and proof of residence, as outlined below.
- B. Only one card will be issued per person. A charge may be assessed for reissuance of a lost card.
- C. To be issued a card, Library District residents who are minors (under 18) must present a completed card application, signed by a parent or guardian who agrees to be liable for payment for or return of the materials identified in the minor's record, including the responsibility for any fines accrued for late or billed materials. A parent or guardian must be present at the time a minor card is issued or updated. There is no minimum age limit for obtaining a library card, but children must be present to receive a card. Library employees will not assume the responsibility of restricting borrowing due to ratings or content of materials. To assume responsibility for items checked out on their cards, and to update authorized access information, minors will be required to complete an adult library card application on or after their 18<sup>th</sup> birthday.

### **Types of Cards and Eligibility**

- A. Standard: City of Adrian resident or property owner with photo ID and proof of residency. Family members at the property owner's residence may also receive a standard card. Standard library cards expire three years from the date of issue.
- B. Non-Resident: Those residing outside the City of Adrian may be granted library privileges upon payment of a non-resident fee of \$90 per family per year or a seasonal card for \$45 per family for six (6) months. Non-resident cards expire one year from the date of issue.
- C. Corporate: Institutional library privileges are issued to businesses or organizations within the City of Adrian, in which case a business owner or organization head is responsible for library materials borrowed and may dictate which employee(s) receive library cards. Use

of corporate cards is expected to be limited to business use. Corporate cards expire annually, on October 1. A letter of responsibility is kept on file and renewed annually.

- D. Virtual: Those residing outside the City of Adrian may be granted access to the library's electronic resources and online streaming services for \$10 per month. This fee is non-refundable.
- E. Temporary: Individuals residing at local shelters within the City of Adrian and/or those who are unable to provide proof of residency may receive a temporary library card, with some restrictions on the type and number of materials that may be checked out. Temporary cards expire after three (3) months.

### **Acceptable Forms of Identification**

- A. Government-issued photo ID such as a current driver's license, Michigan State ID card, or passport; or other official badge or card with name and photo.
- B. Alternate examples of proof of residency include: state issued ID with current address, a copy of a lease agreement, property tax receipt, utility bill mailed to an Adrian address within the last three (3) months, voter's registration card, personal check imprinted with current address.
- C. A temporary library card may be issued to patrons without proper identification and proof of address who can provide a letter of residency from a shelter within the Library District or a letter from a Lenawee County Work Release Program. Temporary cards will expire three (3) from the date of issue. Individuals unable to provide proof of residency may obtain a temporary card for three (3) months, but checkout restrictions will apply.

### **Patron Responsibility**

- A. Patrons are responsible for all items checked out on their card.
- B. Patrons will supply ADL 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.
- C. Patrons must report a lost or stolen card immediately and are held responsible for all materials checked out on their card until the library is contacted. The library will provide to patrons a list of items checked out for insurance or police reports. A charge of \$2 may be assessed for reissuance of a lost card.
- D. Patrons agree to return borrowed items by the due date or pay any late fees assessed. Library borrowing privileges will be suspended when one or more items are overdue and/or a patron's fine balance exceeds \$5.
- E. Patrons/Households may not open new accounts for other family members if they have fines and/or fees in excess of \$5 on their accounts. In addition, patrons with expired cards must pay off old fines and/or fees before account information will be updated and/or a new card will be issued.
- F. In cases of excessive or habitual overdue fines, limits may be placed on the number of items checked out for a patron/household at the discretion of a manager or librarian.
- G. Patron accounts with \$75 or more in fines for lost, damaged or non-returned materials, if not paid within the prescribed period of time, may be sent to a collection agency.
- H. Patrons are responsible for all fees assessed due to collection agency submission.

## **Borrowing**

- A. Library materials are available for checkout with the exception of materials designated as non-circulating.
- B. Patrons shall be limited to six (6) DVD/Blu-Ray Disc/Video checkouts, ten (10) audiobook checkouts, ten (10) music CD checkouts, and three (3) puppet/toy checkouts at a time. Patrons shall be limited to eighty-five (85) total item checkouts at a time.
- C. Materials circulate according to a predetermined borrowing schedule.
- D. Patrons will receive information regarding the due date of materials at the time of checkout.
- E. ADL loan policies are available to patrons online and at the Main Desk.
- F. Patrons who provide an email address upon registration will receive a courtesy notice three (3) days before an item is due.
- G. Overdue notices will be sent at four (4) and ten (10) days after the due date.
- H. Patrons are obligated to return loan materials whether or not they have received a notice; notices are a courtesy that is rendered to late borrowers.
- I. Patrons may request a hold on most circulating materials online, by telephone, or in person. Requested items will be held for patrons for a period of days and must be checked out on the account of the patron making the request.

## **Renewing Materials**

- A. Most materials will be automatically renewed twice after the original checkout, unless they are on hold for another patron or the patron's account is no longer in good standing. Other limits may apply.
- B. Materials deemed to be a part of a special collection may not be renewed.
- C. Items that are more than ten (10) days overdue may not be renewed.

## **Interlibrary Loan**

- A. ADL offers the ability to borrow items not available in its collection through interlibrary loan service. Interlibrary Loan (ILL) is a cooperative agreement between libraries to lend and borrow materials from their collections.
- B. Patrons will be notified by the ADL notification system when requested materials are ready for pickup.
- C. All items must be returned to ADL with ILL bands/labels and any barcode cards intact to guarantee proper check in and return to the lending library.
- D. Charges will be incurred for lost or damaged materials and all late fees will apply.
- E. Charges accrued because of overdue, billed or damaged ILL materials are subject to collection agency submission.
- F. Patrons who have been billed for overdue ILL materials must pay for the items in full before borrowing privileges are restored. Billed ILL items are not eligible for refund.

## **Loan Periods:**

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|--------------------------|-----------------------|
| • Corporate Equipment    | 3 days (no renewals)  |
| • DVDs and Blu-ray Discs | 14 days               |
| • Equipment              | 14 days (no renewals) |
| • Great Courses          | 14 days               |

- Holiday Books & Juvenile Holiday Books 14 days\*
- Magazines 14 days
- New Adult Books (except Large Print) 14 days
- Playaway Views 14 days (no renewals)
- Puppets 14 days (no renewals)
- Books, Audiobooks and Playaways (including Large Print) 28 days
- Early Learning Backpacks 28 days (no renewals)
- Music CDs 28 days
- Interlibrary Loan Books 28 days (one renewal)
- Interlibrary Loan Audio/Visual Materials 14 days (no renewals)

\*Renewals will be restricted on holiday materials during certain times of the year.

- A. Loan periods may be temporarily changed in special circumstances at the discretion of library staff.
- B. Extended loan periods do not apply to ILL items.
- C. Reference books are not normally loaned, but may be loaned overnight at the discretion of library staff.
- D. Newspapers are not loaned. Current issues of magazines are not loaned, except for juvenile and teen magazines.

### **Overdue Fines and Replacement Charges**

- A. A fine will be charged for any equipment returned after the due date, according to a predetermined borrowing schedule.
- B. Patrons who keep materials for more than twenty-one (21) days past the due date will be billed for replacement of the materials. A processing fee may be added to the cost of the billed material. Patrons may request a refund for a billed item up to three months after the date of payment, if the item is returned in shelf-ready condition.
- C. Patrons have three (3) months from the date of the billing notice to return an item in shelf-ready condition and have any associated fines and fees removed from the borrower's account. No fines or fees will be waived if an item is returned more than three (3) months after an item has been billed.
- D. ADL expects materials to be returned in the same condition as borrowed.
  - a. At the library's discretion, a replacement charge (including the actual cost to replace the item and a processing and billing fee) may be added to the record of a patron who returns materials deemed by the library to be damaged, including items with highlighting, tears, soiling, damage by liquids, or any other obvious damage as determined by library staff.
  - b. At the library's discretion, a charge, according to a preset fee schedule, may be added to a patron's account for replacement of obviously damaged audio visual or protective cases or bags.
  - c. Library privileges will be suspended on a patron's record until all fines associated with a damaged item are settled.
- E. Once the replacement fee is paid, the damaged material becomes the property of the patron. Due to space constraints and hygienic issues, the library will keep billed,

damaged materials for three months from the date the charge is added to the patron record. The library reserves the right to immediately dispose of any materials in a condition deemed to be a risk of any type.

### **Privacy and Confidentiality**

- A. The Adrian District Library’s privacy and confidentiality policies are in compliance with applicable federal, state and local laws. In all cases we avoid creating and retaining unnecessary records. Only those records required to fulfill the library’s mission are maintained and we design our procedures to prevent public view of personal information.
- B. The library will not share personal information with any third party except as required by law. Information that the library may gather and retain about current and valid library users includes the following:
  - User registration information
  - Circulation information, including specific materials on loan with outstanding overdue/lost fines
  - Electronic access information
- C. Users who wish to receive borrowing privileges must provide some personal information to establish a library account and to obtain a library card. When visiting the Adrian District Library website, a user may choose to provide name, email address, library card barcode, phone number or home address so that staff members may respond to any request for assistance.
- D. Questions regarding the Adrian District Library’s privacy policies should be directed to the Library Director who will respond in a timely manner.
- E. The Library Board of Trustees authorizes only the Library Director or Assistant Director to receive or comply with requests from law enforcement officials. Library records will only be made available upon receipt of a valid subpoena, warrant, court order, or other investigatory document issued by a court of competent jurisdiction that shows good cause and is in proper form. All library staff members have been trained to refer any law enforcement inquiries to library administrators.

### **Adrian District Library Fees and Fines Table**

Non-resident fee for library card: \$90 per year per family; \$45 per six months per family

Virtual Library Card (allows user to access all online and electronic content): \$10 per month per individual

Overdue fines: \$5 per item per day for loan of equipment

Fine for Returning Equipment in Dropbox: \$5

Photocopies & Computer Printing: Black and white copies are \$.15 each; Color copies are \$.25 each.

Processing fee for replacement of library materials: \$3 per item

Library card replacement: \$2

Video/Audio case replacement: \$2

Bag for Book/CD sets and puppets: \$2

Collection Agency Fee: \$10; non-refundable.

Faxing: Sending and receiving of faxes is \$1 for the first page and \$.50 for each additional page.

Fees associated with rental of the Library's Community Room may be found in the Library's Community Room Use Policy.

Fees associated with use of the Library's Makerspace Equipment may be found in the Library's Makerspace Policy.

Approved by the Adrian District Library Board of Trustees on 9/18/2018; amended on February 19, 2019; amended on November 16, 2021.