

# DELTA TOWNSHIP DISTRICT LIBRARY CIRCULATION POLICIES

## INTRODUCTION

The mission of the Delta Township District Library is to provide library resources, services and programs necessary to meet the evolving educational, recreational and informational needs of the community.

To carry out this mission, the library will:

- Provide patrons with materials in a variety of formats and subject areas
- Staff the library with personnel who are service and patron oriented
- Provide programs that meet the needs of the members of the community including children and young adults
- Communicate regularly with the Waverly Community Schools
- Provide convenient hours of operation and accessible facilities

The Delta Township District Library subscribes to the American Library Association Code of Ethics, the Library Bill of Rights, the American Library Association's Freedom to Read Statement, and the American Library Association's Freedom to View Statement.

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.

The library endorses the principle of primary parental responsibility enunciated in the Library Bill of Rights and interpreted as follows:

"Librarians and governing bodies should maintain that parents--and only parents--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." (Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights)

Approved by the Delta Township District Library Board – November 3, 1998

Revised by the Delta Township District Library Board – May 4, 1999

Revised by the Delta Township District Library Board – May 2, 2000

Revised by the Delta Township District Library Board – November, 7, 2000

Revised by the Delta Township District Library Board – March 6, 2001

Revised by the Delta Township District Library Board – August 6, 2007

## CONFIDENTIALITY OF PATRON RECORDS

The American Library Association's Code of Ethics states, "Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired."

The Library Privacy Act, PA 455 of 1982 as last amended, says that a library employee "shall not release or disclose a library record or portion of a library record to any person without the written consent of the person identified in that record." A library record is defined as "a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number or that identifies a person as having requested or obtained specific materials from a library."

Library records are exempt from disclosure under the Michigan Freedom of Information Act, 1976 Public Act 442, MCL 15.231-15.246.

Unless a release form is on file, library records will not be made available to any agency of the state, federal or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Any library staff member receiving a request, subpoena or court order to release any library records should refer the subpoena or court order to the Library Director immediately. The Library Director will review the request and consult with the library's attorney to determine if such process, order, or subpoena is in good form and if there is a showing of good cause of its issuance. If the process, order or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released.

In addition, the library staff will not release any records to any person other than the person named on the library record unless the library has received written permission from the patron.

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## **REGISTRATION/LIBRARY CARDS**

The library circulates materials to all patrons who complete a library card registration form that includes the patron's name, address, and telephone number.

Library cards will be issued immediately to anyone 18 years or older who can produce, at the time of registration for a library card, a current driver's license or a state identification card with current address. Other acceptable items include a picture identification card plus a utility bill or a lease agreement.

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 is the responsible party.

Library users need to present their cards at time of check out. A current driver's license or a state identification card with current address can be used for patron verification if the library user is unable to present a library card.

## **MICHICARD STATEWIDE LIBRARY CARD PROGRAM**

The Delta Township District Library will participate in the Michicard Statewide Library Card Program. The Michicard may be used at all participating libraries subject to the circulation policies of each participating library.

The Delta Township District Library will accept the Michicard from other participating libraries subject to the circulation policies of the Delta Township District Library.

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## LOAN CONDITIONS

Type of Material	Loan Period	Restrictions	Renew Status	Hold
Books	21 days	No Limit	Yes	Yes
Requests Pending	7 days	No Limit	No	Renewals
Movies				
New Releases	2 Days/charge	No Limit	Yes	No
Movies				
Weekly	7 days/charge	No Limit	Yes	Yes
Video Games	7 days/charge	No Limit	Yes	Yes
Audio Books	21 days	No Limit	Yes	Yes
Requests Pending	7 days	No Limit	No	Yes
Compact Discs	21 days	No Limit	Yes	Yes
Requests Pending	7 days	No Limit	No	Yes
Periodicals	7 days	No Limit	Yes	Yes
Holiday Materials	7 days		Yes	Yes
Reference Materials	In Library Use/Exceptions at the discretion of the Library Director			

## HOLDS

There is no charge to place materials on hold and there is no limit to the number of items that may be placed on hold. Materials will be held at the library 5 days after attempting to notify the patron.

## OVERDUE FINES

No overdue fines will be charged on non-rental library materials that are owned by the Delta Township District Library.

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## **OVERDUE PROCEDURES**

Overdue notices will be sent as a courtesy. Materials that are not returned will need to be paid for.

## **RENTAL FEES**

Rental fees are determined by the Library Director and will be reviewed by the library board periodically.

Rental items are due by their given due date. If rental materials are not returned by or on their due date, additional fees will be charged until the items are returned.

Accrued rental fees over \$5.00 must be paid before any additional items are borrowed.

## **LOST AND DAMAGED MATERIALS**

If a rental item is reported lost by a patron, the patron will pay the accrued fees up to the time the Library is notified of the lost item. If the item is not found, the patron will be charged for the replacement cost of the item. The patron will receive a receipt for payment.

If a lost item that has been paid for is found within 30 days, and returned in good condition, the patron will receive a refund for the cost of the item. The item must be accompanied by the receipt.

The patron will be charged the replacement cost of materials damaged beyond use and any rental fees associated with that item.

There will be a replacement charge if materials are returned with damaged or missing parts or pieces.

The Library Director will address extenuating circumstances.

## **MALFUNCTIONING MOVIES AND GAMES**

If a patron reports, upon returning a movie or game that the item did not work satisfactorily, the patron may be offered an alternative item at the time the damage is reported. The library is not responsible for any damage to the patron's equipment while library items are being used.

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## **CLAIMS OF 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.

When a patron claims a rental item has been returned, it will be declared lost. Additional rent will no longer accrue; however, the patron must pay any accrued rent prior to claiming the item has been returned.

## **INTERLIBRARY LOAN**

The Delta Township District Library actively promotes cooperation with other libraries and library agencies to meet the needs of library patrons more effectively. The library loans its circulation materials to libraries outside the Delta Township District Library system without charge.

The library does not loan the following materials to libraries outside the Delta Township District Library system:

- Materials with a current year copyright
- Materials that have been reserved by its patrons
- Any item with a rental charge

## **EXTENUATING CIRCUMSTANCES**

Occasionally situations arise when exceptions need to be made for unusual circumstances. In those cases, the Library Director may interpret these policies and authorize exceptions as needed.

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