

## **DELTA TOWNSHIP DISTRICT LIBRARY CIRCULATION POLICY**

The Delta Township District Library maintains a Circulation Policy and applicable procedures to ensure that all patrons are provided with consistent and equitable services and have clear expectations of their rights as a DTDL cardholder.

### **CLAIMS OF RETURNED ITEMS**

When a patron claims an item has been returned, a search will be initiated for that item. It is expected that the patron will continue to look for the material while the library searches for it. If it is a rental item, additional rent will no longer accrue; however, the patron must pay any rental fees that accrued prior to claiming the item has been returned. There will be a limit of 2 Claims Returned per patron.

### **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 Michigan 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." Exception: "Under Michigan Public Act 188 of 1996, library records may be disclosed upon consent of the person who is liable for payment for or return of the materials identified in that library record".

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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### **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.

### **FEES**

All materials should be returned clean, otherwise a cleaning fee will be charged. The fee to reset a Roku is \$25.00. A service fee of \$3.00 per day will be charged for each hotspot returned late.

### **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 notifying or attempting to notify the patron. MeLCat items will be held for 10 days.

### **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.

### **LIBRARY CARDS**

Full access 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 state or federal identification document with current address and complete a registration form that includes the patron's name, address, email address and telephone number. This contact information is used only by the Library to communicate with the patron. Other address verification documents may be used at the discretion of the Library Director or designee. For users under age 18, a parent or legal guardian must be present with the necessary identification, and the completed parental permission/release of minor's records form to obtain a full access library card.

A Connect Card allows patrons under the age of 18, to check out up to two items at a time, to access filtered internet, and to utilize the library's digital collections. The Connect Card does not require a parent signature, but children must provide their name and contact information. Connect users will be charged for lost and damaged items. The Connect Card does not allow check out of rental items, Library of Things, Youth Media, or MeLCat requests. In special circumstances, patrons over 18, may be issued a Connect Card at the discretion of the Library Director or designee.

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 who have a full access library card, the parent or legal guardian is the responsible party.

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

### **LIBRARY OF THINGS/LITTLE THINGS**

The Library of Things/Little Things are collections of non-traditional library items that complement the

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

Patrons that possess a full access valid DTDL card in good standing (not more than 10 items overdue nor more than \$10.00 owed in rental fees or bills) may borrow from the Library of Things/Little Things. Loan periods for items vary from overnight to 21 days and can be renewed up to 3 times unless another borrower is waiting. Loan periods, replacement costs, fees, and other restrictions for the Library of Things are made at the discretion of the Library Director and a detailed list is available upon request.

As with all library items, the patron is solely responsible for any repair or replacement costs associated with damage or loss of items and/or peripherals. Delta Township District Library is not responsible for any injury, loss, or damage that may occur from the use of these items.

### LOAN CONDITIONS

Type of Material	Loan Period	Restrictions	Renewals	Holds	Rental	Fees
Audiobooks	21 Days	No Limit	Yes	Yes		No
Books	21 Days	No Limit	Yes	Yes		No
Books by Mail	28 Days	Limited	Yes	Yes		No
Holiday materials	7 Days	No Limit	Yes	Yes		No
Hoopla items	Varies	4 per month per card	No	No		No
Library of Things/Little Things	1-21 Days	Limited	Varies	Varies		Varies
Lucky day	7 Days	No Limit	No	No		No
Magazines	7 Days	No Limit	Yes	Yes		No
MeLCat/ILL books	14-28 Days	Limited	Yes	No		No
Mobile Hotspot	7 Days	Limited	Yes	Yes		Yes
Music CDs	21 Days	No Limit	Yes	Yes		No
Movies, new	3 Days	10 per card	Yes	No	Yes	
Movies, weekly	7 Days	10 per card	Yes	Yes		No
Reference Materials	In Library Use/Exceptions at the discretion of the Library Staff					
Requests Pending	7 Days	No Limit	No	Yes		Varies
TV Series, new	7 Days	3 per card	Yes	No	Yes	
TV Series, weekly	7 days	3 per card	Yes	Yes		No
Video Games	7 Days	3 per card	Yes	Yes	Yes	
Woodlands items	14 Days	8 per card	Yes	Yes		No
Youth Media	21 Days	Limited	Yes	Yes		No

### LOST AND DAMAGED MATERIALS

Once an item becomes more than 60 days overdue, the item is declared lost and the patron’s account is billed for the item. Rental materials and Library of Things/Little Things items are converted to a bill once the item is 30 days overdue. Mobile hotspots are converted to a bill and deactivated once the item is 14 days overdue. If the material is returned in good condition, the bill will be removed except for rental

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fees owed. Patrons with amounts due of \$90.00 or more and exceeding 60 days will be referred to the Economic Crimes Unit of the Eaton County Prosecutor's Office.

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.

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. Cash refunds can only be given by Library staff for a refund of \$3.00 or less. If the refund is greater than \$3.00, a check will be written by Delta Township and mailed to the patron. Any associated overdue fines paid will not be refunded. 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.

### **OVERDUE MATERIALS**

The library will no longer charge or collect overdue fines on MelCat and non-rental materials. Overdue notices will be sent as a courtesy. Materials that are not returned will need to be paid for according to the lost and damaged materials guidelines above. A patron is blocked from borrowing additional items if they have more than 10 items overdue or more than \$10.00 owed in rental fees or billed materials.

### **RENEWALS**

A borrowed item may be renewed unless a hold has been placed on the item or the item's allotted number of renewals has been exhausted. The Library's circulation software may be configured to automatically renew borrowed items unless the restrictions noted above are present. Library accounts with valid email or text message configurations would receive notifications regarding automatic renewals.

### **RENTAL ITEMS**

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, up to \$25.00 per item.

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.

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*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*  
*Revised by the Delta Township District Library Board – December 12, 2011*  
*Revised by the Delta Township District Library Board- September 10, 2012*  
*Revised by the Delta Township District Library Board –March 11, 2013*  
*Revised by the Delta Township District Library Board- April 14, 2014*  
*Revised by the Delta Township District Library Board- September 15, 2014*  
*Revised by the Delta Township District Library Board- March 16, 2015*  
*Revised by the Delta Township District Library Board – December 19, 2016*  
*Revised by the Delta Township District Library Board – April 17, 2017*  
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*Revised by the Delta Township District Library Board – November 19, 2018*  
*Revised by the Delta Township District Library Board – January 21, 2020*