

Section 2: Circulation

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PATRON CARD POLICY

All residents or property/business owners of Lincoln Charter Township, Baroda Township, Royalton Township, the villages of Baroda and Stevensville are eligible for a patron borrowing card providing the following conditions are adhered to:

1. Proof of current address must be supplied before a card number is issued.
 - a. This may be from a current Michigan driver's license, tax bill, rent receipt or similar item.
2. Individuals from birth through 17 years old will be issued a juvenile card with their own library card number provided the application is signed by a parent or guardian. The Library Privacy Act, PA 455 of 1982(MCL 397.605) guarantees the privacy of library records.
 - a. The Library Privacy Act Amendment of 1996, PA 188, states that a record of items may be released to the parent or guardian of a minor in an effort to secure the return of the items.
 - b. In the case of minor patrons, bills or delinquent notices may be sent to the parent or legal guardian only if that parent or legal guardian accepts responsibility for the returned items. By completing and signing the form on the back of the minor's library card application, the record of items may be released to the parent or legal guardian. The parent and/or legal guardian is the sole person responsible for all material and fines incurred by the child.
 - c. Restricting access of library materials to minors rests solely with the individual parent and/or legal guardian, not the library.
3. Adult cards will be issued to those 18 and older upon presentation of picture ID and proof of date of birth. A minor who has a library card established will have their privileges updated to an adult card when their card is renewed after their 18th birthday.
4. Parents may check out books for their children on the parent's library card.
5. Resident cards are to be renewed on an annual basis.

A fee of \$2.00 will be charged for replacing a lost patron card.

BORROWING PRIVILEGES FROM OTHER LIBRARIES

Lincoln Township Public Library will honor patron’s cards subject to reciprocal borrowing agreements from the Berrien Springs Community Library, the Bridgman Public Library and the Maud Preston Palenske Memorial Library. Patrons from these area libraries will need to present their full size library card and proof of identification such as a current Michigan driver’s license or other photo identification card. The LTPL staff will then attach a LTPL patron barcode to the back of their home library card. These barcodes will be renewed yearly.

OUT OF DISTRICT CARD POLICY

People living outside the library's service as well as temporary residents, less than twelve months of our service area may purchase a patron card for a fee under the following conditions:

1. Proof of current permanent address and positive identification are required. Verification of local address such as rental agreement, short term lease agreement, other material with local address listed is required.
2. The cost of a library card per individual/household is as follows:
 - a. Three month card is \$35.00
 - b. Six month card is \$65.00
 - c. One year card is \$120.00
3. Out of District cards will have the same borrower privileges and responsibilities as resident card holders for the term paid.

DOORSTEP SERVICE

Patrons with a current Lincoln Township Public Library card unable to come to the library to obtain books may request that materials be delivered and picked up from their home. The need for Doorstep Service may be temporary due to surgery, etc., or long term because of physical disabilities. Doorstep items are checked-out for four (4) weeks. This service is available to residents of Lincoln, Baroda and Royalton Townships.

Individuals eligible for Doorstep services are aged 18 years or older who have an established library card as a resident or paid membership, and due to cognitive or mobility challenges are unable to visit the library. They may be dependent on another individual for transportation, or picking up/returning materials on their behalf.

Applicable situations may include long-term illness, recovery from injury or surgery, limitations imposed by cognitive and/or physical abilities.

CIRCULATION, BORROWING MATERIAL AND OVERDUE POLICIES

Material	Check Out Period	# of Renewals	Fine per Day
Books			
New Fiction	2 weeks	3 times	\$ 0.10 / \$5 max
Reference	0 days	0 times	
Circulating Reference	7 days	3 times	\$ 0.10 / \$5 max
All Others	2 weeks	3 times	\$ 0.10 / \$5 max
Magazines			
Current Issue	0 days	0 times	
All Back Issues	2 weeks	3 times	\$ 0.10 / \$5 max
Newspapers			
Current Issue	0 days	0 times	
All Back Issues	2 weeks	3 times	\$ 0.10 / \$5 max
Other Media			
Musical CDs	2 weeks	3 times	\$ 0.10 / \$5 max
DVDs	2 weeks	3 times	\$ 0.50 / \$5 max
Spoken Word CDs	2 weeks	3 times	\$ 1.00 / \$10 max
e-Readers	3 weeks	0 times	\$1.00 / \$25 max
Discovery Kits, Special Collections	2 weeks	3 times	\$1.00 / \$10 max
Playaway View	2 weeks	3 times	\$1.00 / \$10 max
Book Discussion Kit	6 weeks	0 times	\$1.00 / \$10 max
Laptop Computers	(in library use only) 2 hour sessions	3 times	\$10.00 / \$100 max

A patron may have a total of 50 (fifty) items checked out at one time.

Library materials may be renewed up to three times unless another patron has requested the material. Materials with reserves cannot be renewed.

Patrons are responsible for returning materials on time. Fines are calculated overdue at a daily rate per item per day. Parents and guardians are responsible for materials checked out and/or any fines accrued for children 18 years and younger.

Delinquency

A delinquent patron is someone who:

1. Has accrued \$25.00 or more in fines, or
2. Has been sent a bill (third letter) for material not returned, or
3. Has abused or damaged library property including the building, any equipment, or collection materials.

A delinquent patron may not:

1. Check out any materials from the Lincoln Township Public Library with their own or another

- person's library card.
2. Use MEL interlibrary loan.

The library reserves the right to limit the number of items circulated to one person and the length of the loan period.

The library reserves the right to limit books in support of school curriculum as needed to allow the greatest number of students' access to information.

The library reserves the right to limit books in support of a topic as needed during increased periods of requests-such as books on holiday cooking, decorating, etc.

Collections

If a child under 18 is in Collections, the responsible party for that child shall also have their borrowing privileges suspended until the matter is resolved.

If a responsible party is in Collections, the responsible party may not use any other family member's card to use library services until the matter is resolved.

The Library sends two notices via mail to patrons when they have overdue items. The Library also sends monthly billing notices via mail to patrons when their account has reached at least \$75.00 in charges within the last month. It is each patron's responsibility to monitor his/her account regularly to ensure that they do not have overdue items or excessive fines.

The Library will send a patron to the collection agency if they owe \$75.00 or more AND those charges have been on their account for at least 60 days. The Library is then charged a \$10.00 collection fee, and the patron shall be responsible for paying this fee in addition to their other fines.

The patron shall then have 120 days to return the lost items, pay off the fines, and/or otherwise resolve the matter. The collection agency may contact the patron regarding the charges during this time; however, the patron may still pay off the fines without the matter affecting their credit. The patron must pay off the entire balance on their account to be out of the collection agency's database. After a total of 180 days, a patron will be in collections and their credit may be affected.

The Library shall waive a patron's charges, including the \$10.00 collections fee, if it is determined that the charge is a result of Library error.

Claims Returned

Claims Returned can be applied to an item when the library system and the patron the item is checked out to are unable to agree on its current location.

Overdue fines (if any) stop accruing as of the date chosen. (If this is back-dated, the bills that have accrued since the chosen date are voided.) The status of the item remains Checked Out but the Stop Fines Reason is changed to Claims Returned.

The item will remain listed on the patron's account marked as Claims Returned. If an item with the CLAIMSRETURNED status is found and checked in, the system will update the item's status so it can be circulated again. If there are fees, it will remain listed on the patron's account until all the fees are paid.

The Library will mark Claims Returned items as Lost after 90 days from the due date.

To follow up on these missing items, each month the Library will run a report to find items that are marked as Claims Returned, and then appoint staff to check the shelves for those items. Those items that are not found after 90 days will then be marked as Lost and the patron is billed appropriately.

When the Library marks a Claims Returned item as Lost, a letter will be sent to the patron informing them of the change.

REPLACEMENT COST FOR LOST MATERIALS

Lost Materials

The borrower shall pay for replacing lost or missing material at replacement cost or the average price of similar material. Replacement cost will be considered list price. After payment for a replacement copy has been made to the library, it will not be refunded even if the missing material is found, since a replacement copy or facsimile will have been ordered. Should the missing material be found, it becomes the property of the borrower.

Damaged Material

The borrower shall pay for replacing material that is damaged beyond in-house repair. For material beyond repair, list price or the average cost for new material of that type will be assessed.

If a patron is charged for a lost or damaged item, Library management may, at their discretion, accept a replacement copy provided by the patron in lieu of payment for the item. It must be an exact copy of the lost/damaged item and in brand new condition.

Replacement costs shall be charged to patrons for lost or damaged auxiliary items (i.e. plastic cases, bags, power cords, et al).

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Audiobooks on CD

In a multi-disc audiobook, the unavailability of a single disc due to damage or being lost can render the whole set unusable for future patrons. Due to the difficulty of obtaining replacement discs, if a single disc is lost or damaged, the library may charge up to the full replacement cost of the audiobook to a patron's account.

LIBRARY RECORDS

The Library Privacy Act of Michigan, Act 455 Of 1982, section 397.603 states that a patron library record is not subject to disclosure requirements; release or disclosure of library record without consent is prohibited. See Appendix A for Library’s standard form to grant such consent.

The Lincoln Township Public Library prohibits the disclosure of a library record to any person unless ordered by a court after giving the Library notice of the request and an opportunity to be heard on the request.

Should a court order be served on the Library, the order will be forwarded to the Library Director. No other staff member may act on the matter without prior specification and documentation from the Director.

EREADER POLICY

Patrons may check out an e-reader for 3 weeks with no renewals. Patrons may not check out more than one e-reader at a time.