

## Circulation Policies

### **STATEMENT OF PURPOSE:**

In order to provide wide access to library materials through maximum use of the collection in a uniform manner, the Sanilac District 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 materials.

### **Library Card Eligibility**

The Sanilac District Library issues a library card at no charge to any resident or property owner of the library district upon proof of current residency or property ownership.

1. All borrowers must be registered and have a library card to borrow library materials.
2. Patrons are responsible for all materials borrowed on his/her card and by accepting the card are entering into a legal contract with the library, agreeing to abide by all library lending policies, regulations and rules.
3. Patrons must present his/her card to check out materials. Identification may be requested. No one is permitted to check out materials on another person's card without their written approval. Lost or stolen cards should be reported to the library immediately. (see Fraudulent Use of Library Card Policy)
4. Changes of address, name or phone number must be reported to the library.
5. Sanilac District Library assigns each patron into a category based on their permanent address as defined below. These patron types specify circulation criteria and privileges. Each patron must be associated with a patron type as required by the Verso automation software.

### **Out of District Cards**

A library card may be issued to persons who reside outside of Sanilac District Library's legal service area according to the Registration Policy. Canadian citizens may be issued a card only if they own property in the legal service area.

Nonresident patrons who do not return materials which are overdue by 1 or more months will lose their borrowing privileges and their library cards will be revoked. 10-15-2013

### **Homebound Cards**

Any person within the legal service area of the Sanilac District Library who is unable to come to the Library because of limited mobility, illness or handicap, either temporary or long term, is eligible for a homebound library card. Homebound library cards must be renewed every three years. Homebound cardholders are subject to all the policies outlined in the Homebound Loan Policy. The cardholder must stipulate in writing who may check out materials on his/her card and have access to his/her borrowing record information.

### **Homeless Card**

If a homeless person requests a library card, a social agency such as Social Services must furnish a reference and agree to accept responsibility and liability for fines, losses and assessments incurred.

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### **Minors**

A library card will be issued to a minor under the age of eighteen (18) only with the signature, proof of residency and identification (as described below) of the parent or legal guardian who by endorsing the minor's application, gives consent for the minor to borrow library materials and agrees to accept responsibility and liability for any and all fines, losses or assessments incurred by use of the minor's library card.

### **Registration, Renewal, and Replacement of Library Cards Policy**

#### **Application and Registration Policy**

To apply for a library card, an applicant must complete and sign an application card, which includes the following required registration information:

- **Name**: first, middle and last as stated on DL.
- **Address**: the physical street address, both local and permanent, if applicable. A permanent address is defined as the correct current physical address as listed on the driver's license as required by MI State law or the address where the person is registered to vote. In the event a person's permanent address is outside the library service area but the person owns a second residence within the library's district, the local street address is also required. Prompt notice of change of address or phone number is required.
- **Telephone number**
- **Proof of identification and address is required**. A valid driver's license or Michigan Identification Card qualifies for the dual purpose of proving I.D. and residence.
- **Signature**. The signature of a parent or legal guardian is required for a minor child.

#### **Proof of Identification Policy**

A valid driver's license, Michigan Identification Card or *other picture identification card*, such as a passport or armed forces ID, is required as proof of identification. A birth certificate, social security card or credit card is not acceptable.

#### **Proof of Residency Policy:**

An applicant must present positive proof of residence address. A valid driver's license or Michigan I. D. Card is the preferred method of proving residence. MI State law requires notification of change of address to the Secretary of State's Office immediately upon relocation. There is no grace period. Post office boxes are not acceptable as an address, except as a means for mail delivery.

In lieu of a driver's license or Michigan I. D. Card, *two* of the following are acceptable for verification: current tax receipt, current voter registration card, property deed, current lease, current utility bill, bank checks with imprint of name and current address, mortgage/lease agreement, home or vehicle insurance policy or vehicle registration.

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### **Renewal of Library Cards Policy**

All library cards expire after 3 years. Out-of-district cards expire annually. Proof of current residency and identification will be required at the time of renewal of a library card. Library cards will not be issued or renewed for patrons with outstanding fines, fees or bills. A patron must clear the account in full before receiving the new card or renewal.  
10-15-2013

### **Lost, Damaged or Stolen Cards Policy**

There is a \$1.00 replacement charge for a lost or damaged library card. Proof of current residency and identification is required at the time a replacement card is issued. Lost cards should be reported to the library immediately.

### **Fraudulent Use of Library Card**

If a person fraudulently uses the library card of another patron, his/her borrowing privileges shall be suspended for six months followed by three month's probation. If a clean borrowing record is kept during probation, full privileges shall be reinstated. A second offence will result in the loss of borrowing privileges for one year followed by a probationary period. The patron to whom the card is issued may also be subject to the same penalty.