

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 or the expiration date of the library card. Homebound cardholders are subject to all Sanilac District Library policies. The cardholder must stipulate in writing who may check out materials on his/her card, have access to his/her borrowing record information and who is financially responsible for lost or damaged items. See form on page 17.

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.

Circulation Policies

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.

Circulation Policies

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 months' 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.

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Presentation of Library Card:

While it is preferred that a library card be presented when checking out materials, the Library recognizes that there may be times when a patron does not have their library card available. A registered patron may check out materials without a library card upon presentation of proof of identification as long as the patron's registration record exists in the library's database and is in good standing. Patrons are only allowed to check out materials on their own card unless written permission is given by the card holder.

Standard Loan Periods:

The Library establishes standard loan periods for the various materials in the collection. These loan periods apply to all individual cardholders.

Books:

- May be borrowed for 2 weeks.
- Books on the reserve list may be borrowed for 1 week
- The due dates of books borrowed from other libraries are determined by the lending library.

Magazines:

- Circulate for 1 week.

Audiovisual Materials:

- Audio Books may be borrowed for 2 weeks.
- Movies are designated as rental items.
 - The corresponding rental fee is \$1 for 3 days' circulation.
 - Movies in demand will circulate overnight or for 1 day at a charge of \$1.
 - Selected multi-disc movies circulate for 1 week at \$2.
 - There is no grace period for movies.
 - All overdue fines must be paid before renting a movie.
 - All rental fees are due at the time of check out. Rental fees are used to purchase new movies.

Sanilac District Library is not responsible or liable for patron property damaged as a result of using library materials including: CDs, CD-ROM's, computer disks, DVDs, flash drives or any other material in any format.

Non-Circulating Materials:

- Newspapers.
- Reference materials
- Vertical file materials

Circulation Policies

Renewal of Materials

The renewal of library materials may be done in person or by telephone during regular library hours. Books on reserve may not be renewed. All other library materials may be renewed for one loan period. Movies may be renewed with a \$1 rental fee for every check out period. Overdue items may only be renewed one time. The overdue fine amount, however, is still due. Interlibrary loan materials are only renewable upon the approval of the lending library. The renewal period is also determined by the lending library.

Courtesy Renewal Policy: As a convenience to patrons, active checkouts of eligible library materials will be automatically renewed on the item's due date *except* in cases where SDL's renewal limit would be exceeded, materials have already received one courtesy renewal, items are on hold or reserve, the patron's library card expires prior to the renewal due date. Renewal limits are determined by the type of material. The following library materials are *not eligible* for courtesy renewal: movies and interlibrary loaned materials. 11/19/2019

Reserve of Materials:

A reserve may be placed on eligible library materials by telephone, web catalog or in person. The patron will be notified in compliance with the Michigan Library Privacy Act when the reserved material becomes available. The item will be held for pickup for 5 days. A patron will not be told his/her position on the reserve list. Books on reserve will circulate for 1 week with no renewal.

Limits on Materials

New Patrons:

All new patrons are on probation for a period of three months and are limited to borrowing two materials at a time. A patron's borrowing record will be established during this probationary period. New patrons may not participate in interlibrary loan service. Former patrons with expired cards prior *to* library automation in October 1995 will be considered a "new patron" and will be limited to borrowing 2 materials at a time for 3 months.

Sanilac District Library Legal Service Area Patrons:

Responsible patrons should not be penalized by the small number of people who abuse the system and continually have long outstanding overdue materials and non-returned items. As an incentive to return materials in a timely manner, the Circulation Policy will base the amount of materials a patron is allowed to check out on his/her own borrowing record.

Definition of a 'clean record': If a patron consistently returns materials on time or within 10 days after the due date (saving staff time in searching shelves for the material, issuing notices and postage) then that patron may borrow an unlimited number of materials.

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Out of District Patrons:

Patrons who reside outside the legal service area of Sanilac District Library are limited to borrowing two materials at a time. Nonresident patrons who do not return materials which are overdue by 30 or more days will lose their borrowing privileges and their library cards will be revoked.

Out of district patrons may not participate in interlibrary loan or MelCat services. These services must be conducted at their home library as per MelCat policy. 10-15-2013

School Assignments:

A limit may be placed on materials needed for known school assignments. To provide as wide an access as possible to the Library's collection, it may be necessary to place limits on some materials on a per library card basis at the time of circulation.

Interlibrary Loan: The Library offers the specialized service of interlibrary loan to all established library patrons in good standing who reside within the Sanilac District Library legal service area. The due dates of materials borrowed from other libraries are determined by the lending library. Interlibrary loan materials are only renewable upon the approval of the lending library. The renewal period is also determined by the lending library. Videos and DVDs will be charged \$1 per item. The fee is payable when the movie is circulated.

Subject Area Limitations:

No one may check out every material in any subject area in the library collection.

12/05/2017

Circulation Policies

Interlibrary Loan and Resource Sharing Policy

Sanilac District Library participates in the following Interlibrary Loan Programs (ILL) to borrow materials from other libraries: MelCat, the statewide resource sharing program, MelCat delivery system and White Pine Library Cooperative. Sanilac District Library abides by the policies and procedures established by both programs. ILL service is available to patrons who reside within the legal service area of Sanilac District Library whose records are clear of fines and overdue items. ILL service is not allowed for new patrons while in the three-month probationary period. Audio books, books, CDs, copies of articles from magazines and movies not owned by Sanilac District Library may be requested through ILL. Items owned by the Sanilac District Library, but checked out to another patron, may not be borrowed through ILL.

Sanilac District Library does not charge a fee to request materials through ILL for postage or delivery. The patron is responsible for charges or fines imposed by the lending library. Every attempt will be made to borrow items from libraries that do not charge fees for loaning materials. If a patron does not wish to borrow an item if charges are imposed (such as insurance fees, lending fees or copying charges), this must be stipulated when the request is made.

Movies are subject to the one-dollar rental fee charged by Sanilac District Library.

Fines for overdue materials will be charged according to Sanilac District Library's Overdue Policy to compensate for expenses incurred in retrieving the material. Fines for overdue materials and replacement costs including processing fees for lost or damaged materials will be charged at the rate determined by the lending library and are the responsibility of the patron.

Sanilac District Library may restrict the number of items requested by an individual patron to ensure fair, equitable and timely service within the constraints of budget and staffing. This action will be taken in consultation with the patron. Requests will not be accepted if the material is needed before a reasonable turnaround time for delivery and the material is unlikely to be received by the patron's request date so that staff time and ILL services will not be needlessly expended.

Circulation Policies

Resource Sharing

Sanilac District Library agrees to share material resources such as audio books, books, CDs, copies of magazine articles and movies with White Pine Library Cooperative members, libraries requesting materials through OCLC and Michigan libraries as part of MelCat, the state wide resource sharing project. New items, rare books and reference materials may not be borrowed. Libraries who borrow from Sanilac District Library are responsible for the full replacement value of lost or damaged materials.

Materials borrowed by other libraries through ILL will have a loan period of one month in order to give adequate time for patron use and delivery to and from the borrowing library. Materials may be renewed upon request if there is no demand for that particular material. Materials may be reserved.

Materials shall be delivered by the MelCat delivery service. Sanilac District Library will pay the postage and insurance for materials to be mailed to OCLC requesting libraries. The return postage and insurance shall be paid by the borrowing library. The cost of copying a reasonable amount of pages from magazine articles for ILL requests shall be paid by Sanilac District Library. Sanilac District Library understands that costs incurred as part of the ILL process such as staff time, copy paper, mailing supplies and postage will not be recovered.

Circulation Policies

Overdue Policy

Daily Fine: To encourage the prompt return of materials, the Sanilac District Library charges a per day overdue fine based on the type of material. The daily overdue fine is not meant to be a punitive measure, but a means to make library materials available to as many users as possible in a timely fashion. It is the responsibility of the cardholder to return all materials on time. The overdue charge for all materials except movies is ten cents (10¢) per day. An extended borrowing fee of \$1 per day is charged for movies in order to encourage prompt return. The daily fine begins after closing the day the library material is due. Materials returned to the drop box after the library closes on or after the date the material is due are considered to be overdue. No fines will accrue on days that the Library is closed.

Grace Period: All print materials are granted a 24-hour grace period. There is no grace period for movies.

Maximum Fine: Sanilac District Library sets a limit on the maximum fine that will accumulate on a single item. The maximum fine limits for all materials shall be the replacement cost of the item.

Damaged Materials: If an item is damaged to the extent that it may no longer circulate (as determined by the Library Director) the patron is responsible for paying the replacement cost of the item. If there is minor damage to an item and it may still circulate (i.e., ink marks, torn pages, missing barcode, etc.), a charge of \$1.00 per each page will be assessed. Damaged cases for movies will be assessed at \$5.00. Damaged audio book cases will be charged the value of the case as determined by the vendor.

CDs and DVDs are considered to be damaged if scratched, dirty or have fingerprints on them. The patron will be charged the replacement fee. All patrons are requested to handle disks by the edges. If a disc or part is missing and cannot be individually replaced, the full replacement value will be charged. 10-15-2013

Replacement: It is the responsibility of the patron to return materials in good condition. If an item is lost, the patron must pay the replacement cost for the item. The replacement cost will be the non-discounted cost of the item as indicated in the library's computer database or the current full value price from the vendor. The full value of the material is charged to compensate for staff time, bibliographic information and MARC records. A \$5 processing fee will be assessed to each material replaced due to damage, loss or theft. If an exact replacement cannot be made, a material will be replaced by another on the same subject and the patron will be charged for the cost.

Late materials will not be accepted as returns after being overdue for one year. The patron is responsible for the replacement cost plus a processing fee of \$5 per material.

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Overdue & Bill for Replacement Notices:

As a means to retrieve overdue materials, Sanilac District Library will issue overdue notices and/or a bill for replacement in compliance with the MI Library Privacy Act.

- Library staff will search library shelves for the overdue materials before notices are sent.
- The first overdue notice will be sent when materials are 2 weeks overdue.
- After 1 month, a letter will be mailed reminding the patron of their civic duty in returning materials on time, asking them to contact the library if materials are lost or damaged and urging them to return materials as soon as possible. This letter will contain the replacement cost of the overdue materials plus fines.
- A second letter will be sent after eight weeks. This notice will inform the patron of the Retrieval of Overdue Materials Policy.
- Non-resident 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.

Retrieval of Overdue Materials:

If after following the Overdue Materials Policy, the materials have not been returned, the patron is in violation of Michigan Penal Code 750.364, Larceny from Libraries. Sanilac District Library may retrieve the materials by:

1. Sending a Police Officer to the home of the patron to request the materials in accordance with the MI Right to Privacy Act.
2. Taking the patron to small claims court.
3. Prosecuting to the fullest extent of the law.
4. Turning the matter over to a collection agency.
 - a A collection agency may be used to retrieve materials that have been overdue for 3 months but less than one year if the replacement value exceeds \$100 and if there has been no response from the patron to make arrangements to pay the debt. Overdue fines and processing fees will also be charged.
 - b A collection agency may be used to recover the replacement cost of materials that are more than one year overdue with an accumulated total of \$100 or more. Overdue fines and processing fees will also be assessed.
 - c The Collection Agency's fee will be assessed to the patron.
 - d After all debt is paid, the patron will be placed on probation for one year and limited to borrowing two materials at a time.

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Claims Returned:

A “claims returned” occurs when a patron has received an overdue notice and claims that he/she has returned the material. A Claims Returned Form must be filled out and returned to the Circulation Desk. The patron is encouraged to keep looking for the material and library personnel will also search the library. One search will be made for the material in the library at the time of the claim and if the materials are not found, no further search will be made. The first “claims returned” not found will be accepted by the library. Any other “claims returned” for the same patron will not be accepted. A “claims returned” must be made within one month of the due date. To prevent fines from continuing to accrue, the material may be renewed one time. If the item is not located within thirty days of the Bill for Replacement Notice, the patron will be responsible for the replacement of the material and all overdue fines.

Suspension of Borrowing Privileges

Borrowing privileges are suspended for the following reasons:

1. Overdue Materials.
2. Outstanding fines of \$5 or more.
3. Unpaid charges for lost or damaged materials.
4. Noncompliance with library borrowing policies.

Suspension will remain in effect until all materials are returned, replacement cost is paid or the patron complies with library policies. Exceptions may be made at the discretion of the Library Director for reason 2, as long as the patron shows good faith by making regular scheduled payments on an existing fine or bill. The patron will be placed on probation while making payments.

Reinstated patrons will be placed on probation for a three-month period during which time the patron is limited to borrowing two materials at a time. The patron’s record will be reviewed at the end of the three-month period and may be extended if necessary. If the patron consistently returns materials on time or within 10 days after the due date (saving staff time in searching shelves for the material, issuing notices and postage) then the patron’s full circulation limits as determined by their patron type will be restored. Each subsequent probationary period will be increased by 3 months with a maximum of 12 months (the 4th probation) at which time the probationary status will become permanent.

Non-resident 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.

Public Access Computer Use and Overdue Materials: Patrons with overdue materials and/or outstanding fines are required to return materials and pay fines in order to retain computer privileges.

1-17-2012

Circulation Policies

Confidentiality of Patron Registration Policy

It is the policy of the Sanilac District Library to preserve the confidentiality of the registration records of its patrons to the fullest extent permitted by law. To that end, the registration records of the library shall be released or disclosed only as provided for herein.

All patron registration information shall be treated by the staff of the Sanilac District Library as confidential, including name, address, telephone number, and any other information provided on the patron's registration form. This policy also prohibits disclosure of whether or not a person has a library card.

1. **Registration Records:** This policy defines "registration records" as any information gathered from the patron on the library card registration form and/or any information entered into the library's patron database. This policy does not cover library circulation records protected by the Michigan Library Privacy Act. For information on nondisclosure of those records, see the Compliance with the Michigan Library Privacy Act Policy.
2. **Notification of the Library Director:** Any employee of the Sanilac District Library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any registration record shall promptly notify the Library Director.
3. **Action by the Library Director:** The Library Director, in a timely manner, shall review all requests and orders, consult with an attorney as necessary, and respond in an appropriate manner to each such request or court order in accordance with this policy and with the Michigan Freedom of Information Act, 1976 Public Act 442, MCL 15.231-15.246.
4. **Requests for Registration Information:** The Library Director shall deny, in writing, all requests for the release or disclosure of registration information unless the Library Director has received the written consent to such release or disclosure from the person(s) identified in the records. Patron registration information is considered by the Library Board to be "information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy" as exempted from disclosure in the Michigan Freedom of Information Act, MCL 15.243(1).
5. **Freedom of Information Act Requests for Registration Information:** The Library Director shall deny, in writing, any designated "Freedom of Information Act" request for the release or disclosure of confidential patron registration information.
6. **Court Order for Patron Information:** The Library Director, after consultation and advice from an attorney, shall comply with any subpoena or court order to release or disclose patron registration information.
7. **Authority for Policy:** The authority for this policy is the Michigan Freedom of Information Act, 1976 Public Act 442, MCL 15.243(1)(a) and Section 2 of PA 455 of 1998 regarding information of a personal nature where the disclosure would constitute a clearly unwarranted invasion of privacy.

Circulation Policies

Compliance with the Michigan Library Privacy Act Policy

It is the policy of the Sanilac District Library to preserve the privacy of circulation records of its patrons to the fullest extent permitted by law. To that end, the circulation records of the Library shall be released or disclosed only as provided for herein.

Library staff shall not release library records to any person other than the patron named in the record (i.e., the library cardholder). The Michigan Library Privacy Act prohibits disclosure to all third parties, including parents or other persons who have signed to accept financial responsibility for the cardholder.

1. **Records Protected by the Michigan Library Privacy Act:** The Michigan Library Privacy Act provides that library records may not be disclosed to third parties unless the library has received written permission of the patron or a properly obtained court order (MCL 397.603). A “library record” is defined in the statute as “a document, record, or other method of storing information retained by a library that identifies a person as having requested or obtained specific materials from a library.” “Library record” does not include non-identifying material such as circulation statistics.
2. **Notification of the Library Director:** Any employee of the Sanilac District Library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any library circulation records shall promptly notify the Library Director.
3. **Action by the Library Director:** The Library Director, in a timely manner, shall review all requests and orders, consult with the Library’s attorney as necessary, and respond in an appropriate manner to each such request and order in accordance with this policy.
4. **Requests for Library Records:** The Library Director shall deny, in writing, all requests for the release or disclosure of library records as defined under the Michigan Library Privacy Act, unless the Library Director has received the named patron’s written consent for such release or disclosure.
5. **Court Order for Release of Library Records:** The Library Director shall comply fully with a court order to release or disclose library records if that court order was properly obtained under Section 3(2) of the Library Privacy Act (MCL 397.603). The court may issue an order for disclosure only “after giving the affected library notice of the request and an opportunity to be heard thereon.”
6. **Authority for Policy:** The authority for this policy is the Michigan Library Privacy Act, 1982 Public Act 455, MCL 397.601 - 397.605. Library records protected by the Michigan Library Privacy Act are exempt from disclosure under the Freedom of Information Act (MCL 397.603 and MCL 15.243[d]).

Circulation Policies

Disclosure of Library Records Exceptions

1. As permitted by the Library Privacy Act (397.603 Section 3 (2) and (3) of PA 455 of 1998), “the procedure and form giving the written consent described in Subsection (2) may be determined by the library.”

Sanilac District Library will disclose library records to a third party upon the written consent of the cardholder. This includes disclosing a title when performing a renewal of library material. Sanilac District Library provides a Consent Form which must be filled out and signed by the cardholder. The Consent Form will be kept on file and checked when the disclosure of library records is requested. The Consent Form must be updated by the patron each time their library card is renewed. The cardholder, at any time, may revoke the consent for disclosure of library records by written notification to Sanilac District Library.

2. As permitted by Library Privacy Act (397.603 Section 3 (5) of PA 455 of 1998), Sanilac District Library “may disclose library records without a court order or the written consent described in subsection (2) under either of the following conditions:
 - (a) Sanilac District Library may report information about the delinquent account of a patron who obtains materials from the library to a collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect finds from the patron.
 - (b) Sanilac District Library may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The library records must be limited to those required to provide interlibrary loans.

2-18-2025

Release of a Minor Child’s Library Records

Public Act 188 of 1996, an amendment to the Michigan Library Privacy Act, permits disclosure of library records if the library receives “written consent of the person liable for payment for or return of the materials identified in that library record”. MLC 397.603(2)

If a parent or legal guardian sign to accept legal responsibility for return of his/her child’s library materials and to accept financial liability for that child’s library fines and other charges, the parent or legal guardian may authorize the disclosure of that child’s library records.

Library staff may give titles to parents if the:

1. parent signs to accept responsibility for his/her child’s library “debts”, AND
2. parent signs a disclosure form giving consent on behalf of the child for the release of the child’s library records. Verification must be given that he/she is actually the child’s parent or legal guardian.

The Library provides a consent form which must be filled out and signed by the parent.

4/25/2004

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Release of Minor Child's Library Records Form

Under Section 3 of the Michigan Library Privacy Act, MLC 397.601 et seq., a library may not release a minor child's library records unless the parent or legal guardian or the minor child completes and signs this form.

Name of minor child: _____

I hereby declare that:

- ☐ I am the mother/father/legal guardian (*circle one*) of the above-named minor child;
- ☐ I accept full responsibility for return of library materials checked out by the above-named child, as well as liability for payment for the child's overdue fine and damaged or lost materials;
- ☐ I give consent for the release of the child's library records to:
 - ☐ Myself (*if the records are to be released to the signing parent or guardian.*)

AND/OR

☐ Name of 3rd party: _____

Signature: _____ Date: _____

Witness: _____ (library employee)

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Disclosure of Library Records to Third Party Consent Form

The Library Privacy Act, 1982 PA 455, MCL 397.601 - MCL 397.606, prevents Sanilac District Library from disclosing information from a patron's library record to anyone except the card holder.

The Library Privacy Act, section 3(3), MCL 397.603(3), authorizes that Sanilac District Library may implement a policy and procedure to accommodate situations where a third party may be granted access to a library record.

Sanilac District Library will only disclose protected information to a third party with the written permission of the card holder and receipt of SDL's Disclosure of Library Records To A Third Party Consent Form. This form will be attached to the card holder's library card application.

This disclosure form does not give permission for a third party to borrow library materials when the card holder is not present.

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I, (print name) \_\_\_\_\_ give Sanilac District Library permission to release my library circulation records to the individual(s) listed below:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- ☐ I understand that this form does **NOT** give permission for any other person to use my library card to borrow library materials unless I am present.
- ☐ I understand that a new consent form must be submitted or updated every three years when my library card expires and is renewed.
- ☐ I accept full responsibility for the return of library materials checked out, as well as liability for payment for any overdue fines, damaged and/or lost materials.
- ☐ I further understand that it is my responsibility to provide written notification to the Library should I wish to revoke this consent between the time period of card renewals.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Circulation Policies

### Homebound Card Eligibility

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 or the expiration date of the library card. Homebound cardholders are subject to all Sanilac District Library policies. The cardholder must stipulate in writing who may check out materials on his/her card, have access to his/her borrowing record information and who is financially responsible for lost or damaged items.

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### Homebound Patron Release of Library Records Form

The Michigan Library Privacy (Act 455 of 1982) prevents Sanilac District Library from releasing your library records (which includes titles of materials you have checked out) to another person without your written consent. Sanilac District Library Policy also prohibits the use of your library card by any other person. In order to receive Homebound status, you are required to sign a Release of Library Records Form and submit the name of the person who has permission to use your library card.

- ☐ I give consent for the release of my library records to the person(s) listed below.
- ☐ I give consent for the person(s) listed below to use my library card to check out library materials for my use.
- ☐ I give consent for library staff to select library materials for my use.
- ☐ I accept full responsibility for the return of library materials checked on my library account by the person(s) listed below.
- ☐ I understand that I am responsible for payment of any overdue charges and/or the replacement costs of damaged or lost materials.
- ☐ I understand that this permission terminates on the expiration date of my library card.

I, \_\_\_\_\_ give permission for release of my library records and use of my library card to:

**Print name:** \_\_\_\_\_  
\_\_\_\_\_

**My signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_