

## **Circulation of Materials and Loan Periods**

### **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.

**Rental Material:** Movies are designated as rental items and 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

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### **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 10 or more days will lose their borrowing privileges and their library cards will be revoked.

If after a three-month probation period, an out-of-district Sanilac County resident proves to be a frequent reliable user by consistently returning materials on time or within 10 days after the due date, borrowing privileges may be extended to the same number as an in-district resident.

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**