

# BORROWING POLICY

## REGISTRATION

All persons wishing to borrow materials from Plymouth District Library (hereafter referred to as "the Library") must have a valid Plymouth District Library card. In the case of residents of communities with whom there exist reciprocal borrowing agreements, a library card from their home library will be honored. Patrons may also be asked to register separately for specific Library programs or services.

## ELIGIBLE BORROWERS

### *District Residents*

All residents or property owners of record in the City of Plymouth and Plymouth Township are eligible to receive all Library services from Plymouth District Library. In order to receive a Library card, the individual must show (1) proof of identity and (2) proof of residency. The following documents will satisfy those requirements:

1. To show identity (referred to in this policy as "Proof of Identity"), a person must provide any of the following documents that contain a photo:
  - a state or government issued ID
  - employment ID
  - School ID
2. To prove residency (referred to in this policy as "Proof of Residency"), a patron must provide a current copy of any of the following:
  - State issued ID with current address
  - Property tax receipt
  - Voter registration card
  - Government issued ID with current address
  - Utility bill or credit card bill issued within the last 90 days
  - Bank check with imprinted current name and current address
  - Bank statement issued within the last 90 days
  - Vehicle registration
  - Certificate of residency
  - School transcript or report card
  - Mortgage, lease, or rental agreement
  - Pay stub or earnings statement with your name and current employer

### *TLN Reciprocal Residents*

Patrons who are a valid member of a library within The Library Network (TLN) community are eligible to borrow materials from the Plymouth District Library. TLN library card holders shall not have access to the Library's digital resources. To borrow materials from Plymouth District Library, TLN members must present (1) proof of identity and (2) their home library card.

### *MILibraryCard Holders*

Plymouth District Library participates in the MILibraryCard Statewide Library Card program. The Library also honors MILibraryCard cards from other libraries. MILibraryCard borrowers are subject to all circulation policies and procedures. MILibraryCard holders shall not have access to the Library's digital resources. MILibraryCard holders are also prohibited access to any materials or services that are restricted to Plymouth District Library residents only by contract.

### *District Business Owners or Employees*

Individuals who are employed by or own a business located in the City of Plymouth or Plymouth Township, but who do not reside there are eligible for Business cards. There is no charge for these cards, but they will be honored only at Plymouth District Library. Business card patrons are eligible to receive all services from the Library.

Proof of current employment and Proof of Identity must be presented. Proof of employment must include the employee's name, the name and address of the company, and must be dated within the past year. Examples of acceptable documents include paystubs, employee IDs with the company name and address, or a document with the necessary information on company letterhead. Business cards expire after one year, but may be renewed with updated proof of employment.

### *Students*

Students who attend school within the boundaries of the Library District or in the Plymouth-Canton Community School District are eligible for Student Cards. Students have full access to resident library privileges. Proof of Enrollment and Proof of Identity must be presented. Proof of Enrollment must be dated within the past year and include both the student's name and the name of the school. Acceptable documents include a photo student ID or report card.

### *Teachers*

Teachers who work at a school within the boundaries of the Library District or in the Plymouth-Canton Community School District are eligible for Teacher Cards. Teachers have full access to resident library privileges in addition to increased borrowing limits to support

classroom use of library materials. Teacher cardholders are eligible to receive all services from the Library.

Proof of current employment and Proof of Identity must be presented. Proof of employment must include the teacher's name, the name and address of the school, and must be dated within the past year. Examples of acceptable documents include paystubs, school photo ID, or a document with the necessary information on school letterhead. Additionally, school administrators may request teacher cards on behalf of their employees and provide direct proof of employment to the Library. Teacher cards expire after one year, but may be renewed with updated proof of employment.

### *Non-Resident Borrowers*

Non-resident registration is required by all library patrons who are not eligible for resident, reciprocal, business, student, or teacher cards. Non-Resident Borrowers are eligible to receive all services from Plymouth District Library, excluding any that are restricted to Plymouth District Library residents only by contract. Non-Resident Borrowers shall have unrestricted use of the Library's facilities and programs and have the same circulation privileges as District residents.

The non-resident card is good for one year and may be used only at Plymouth District Library. To obtain a Non-Resident Card, the individual must show Proof of Identity. A charge for a non-resident card shall be established by the Library Board, and no portion shall be refunded for any reason. The non-resident card is good for one cardholder. Non-resident cards purchased at other TLN member libraries will not be honored at Plymouth District Library.

### *Temporary cards*

If a resident of the District presents Proof of Identity, but cannot present proof of current residency within the District, they may be issued a Temporary card. TLN reciprocal borrowers who can present Proof of Identity but cannot present their home library card may also be issued a Temporary card. Temporary cards are valid for 30 days, and are limited to 20 checked out items per card. Temporary card holders do not have access to digital resources.

## **SELF-REGISTRATION**

An online application may be made available to support self-registration for library cards. Until the Proof of Identity and Proof of Residency is presented in-person, self-registered patrons are limited to placing up to 5 holds on library materials. No checkouts or digital resources will be made available. Once appropriate documentation is presented, full privileges will be granted. In special circumstances, such as library closures, limits to self-registered patrons can be removed for a specified time period.

## CARDS ISSUED TO MINORS

In the case of children under 18, the signature and identification of a parent or guardian will be required. In accordance with the Michigan Library Privacy Act (PA 455 of 1982), parents will be required to agree in writing to be responsible for payment or return of borrowed materials and will be able to obtain information regarding use of the Library by their children until they are 18 years old.

## DELINQUENTS

Patrons will be charged for lost or damaged items, and will be blocked from Library privileges once their fines reach certain limits, defined by the Library Board in the Fines & Fees Schedule. In the case of minor patrons, such bills or delinquent notices may be sent to the parent or legal guardian only if that parent or guardian accepts responsibility for the returned items as stated in the Michigan Library Privacy Act (PA 455 of 1982). The Library may use the services of a collection agency to settle overdue accounts. Delinquent patrons may also be prosecuted under such 'Failure to Return' ordinances that are in force in the City and Township of Plymouth.

## CHECKING OUT MATERIALS

Library materials are not properly checked out until they have been processed through the circulation system and issued due dates. Limits may be imposed to stretch collections of materials in certain subject areas.

## LOAN PERIODS

Loan periods will be established for types of library materials based on the adequacy of collections to meet general demand levels. Any material that remains checked out 30 days after the due date will be charged to the patron's account for replacement.

## HOLDS

Patrons may place holds on certain materials at the library. Patrons will receive a notice from the library when the item is available. Requested items will be held for the patron for a certain number of days and must be checked out on the account of the person placing the request. If a patron has placed a hold on an item currently available on the shelf, and that item has not yet been pulled for that patron, the item may be checked out by another patron physically at the library. The hold will be retained in the system, and the patron with the hold will be the next person to receive the item when it is returned.

## RENEWALS AND EXTENSIONS OF LOAN PERIOD

Certain types of materials may be given extended loan periods or renewed for additional loan periods providing there have been no holds or reserves placed on them.

## INTER-LIBRARY LOAN

The Plymouth District Library makes available an Inter-Library Loan service to complement its reference services. This service will be used to fill requests for items that the Library does not own or that have been lost in circulation. Patrons with temporary cards shall not have access to inter-library loan services. Fees associated with Inter-Library Loan items are determined by the lending library and not governed by Plymouth District Library Board of Trustees. Therefore Inter-Library Loan items are not included in the Library's Fines & Fees Schedule.

## CHECKING IN MATERIALS

Library materials are not considered returned until a staff member has received and checked them in. A book drop may be provided to allow return of Library materials when the Library is closed. All materials returned to the book drop before the Library opens are considered returned the previous business day.

## FINES & FEES

Patrons are responsible for all items checked out on their Library card. Charges for specific services may be established by the Library Board. A schedule of Fines and Fees will be set by the Plymouth District Library Board and will be posted in the Library. Replacement costs for lost or damaged items are listed in the item record of the Library's catalog. The Library does not accept replacement copies in lieu of payment.

## OVERDUE PROCEDURES

Notice will be sent at regular intervals to remind patrons to return overdue materials. Procedures may include billing notices and prosecution under 'Failure-to-Return' ordinances. Patrons experiencing unusual difficulty in returning materials or paying fines may advise the Director or their designee, who may exercise discretion in determining the fine.

## CLAIMS RETURNED

In the case of Library materials for which overdue notices are sent but are claimed to have been returned by the patron, acknowledgment of this will be made on the patron record, and shelves will be searched regularly by the Library staff for these items. Any such items that cannot be cleared must be assumed lost and will be noted in the patron record.

## LOST OR DAMAGED MATERIALS

Library materials that are lost or damaged beyond repair must be paid for by the responsible party who checked out the material. The Librarian will make a final determination as to whether a damaged item must be replaced and the cost for the item.

Replacement cost plus a processing fee will be assessed. A receipt will be issued to the patron for any such payment. If full payment is made for damaged material, the patron may keep the item.

If lost material is returned within 60 days, the patron is entitled to a refund, minus the processing fee. The condition of the item will determine whether or not the item can be restored to suitable condition for public use.

## LOST CARDS

It is the patron's responsibility to report the loss of a Library card. There may be a charge established by the Library Board for replacement of a lost card.

## CIRCULATION RECORDS

Statistical information regarding the use of the Library may be gathered from circulation records for reporting purposes. However, library records, as defined under Michigan Public Act 455 of 1982 "The Library Privacy Act", are exempt from disclosure, and the confidentiality of such records shall be maintained by the Library to the extent permitted by law.

## SPECIAL LOAN PROGRAMS

Special loan programs may be initiated to provide unique services for groups and organizations outside the Library facility. These special programs will be considered on a case-by-case basis, and judged on the basis of need, availability of resources, and their consistency with the goals, objectives, and policies of the Plymouth District Library. A deposit may be charged to support special loan programs.

## NON-CIRCULATING MATERIALS

Materials designated 'Reference' are for in-Library use only.