

PLYMOUTH DISTRICT LIBRARY CIRCULATION POLICY

REGISTRATION

All persons wishing to borrow materials from the Plymouth District 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 of the Plymouth District Library District are eligible to receive all Library services from the 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:

Proof of Identity: 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
- For minors (under the age of 18), a person may provide a yearbook that includes the minor's photo

Proof of Residency: To prove residency (referred to in this policy as "Proof of Residency"), a patron must provide 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, including but not limited to Overdrive. To borrow materials from the Plymouth District Library, TLN members must present (1) Proof of Identity and (2) their home library card.

Business Cards

Individuals who are employed by or own a business located in the Plymouth District Library district but do not reside in the Plymouth District Library district are eligible for Business cards. There is no charge for these cards, but they will be honored only at the Plymouth District Library. Business card patrons are eligible to receive all services from the Plymouth District 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, or a document with the necessary information on company letterhead. Business cards expire after three (3) years, but may be renewed.

MILibraryCard

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

Non-Resident Borrowers

Non-resident registration is required by all library patrons who are not eligible for the District Resident/TLN Reciprocal Card or the Business Card. Non-Resident Borrowers are eligible to receive all services from the 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 the 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. Separate cards will be issued to all members of a family purchasing a non-resident card residing at the address on the registration application.

Non-resident cards purchased at other TLN member libraries will not be honored at the 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, including Overdrive.

RENEWAL OF LIBRARY CARDS

A patron may renew their library card by presenting Proof of Identity and Proof of Residency. Their card will be renewed for a period of three years. TLN reciprocal borrowers must present Proof of Identity and their home library card at the time of renewal. Business card borrowers must present Proof of Identity and proof of current employment.

CARDS ISSUED TO MINORS

In the case of children under 18, the signature and identification of a parent or guardian will be required. In conformance to the [Michigan Library Privacy Act \(PA 455 of 1982\)](#), parents will be unable to obtain information regarding materials checked out from the Library by their children unless they agree in writing to be responsible for payment or return of those materials.

DELINQUENTS

Per the Fine Schedule, patrons will be charged fines for overdue materials, and will be blocked from Library privileges once their fines reach certain limits, defined by the Library Board. 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 after the due date shall be subject to a fine.

HOLDS

Patrons may place holds on certain materials at the library. Patrons will receive a notice from the library when the item is available for them. 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.

RESERVES

A reserve list may be maintained for materials currently out in circulation when feasible as determined by the Director. Such reserves will be filled in order as received.

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.

INTERLIBRARY 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 interlibrary loan services.

CHECKING IN MATERIALS

Library materials are not considered returned until a staff member has received and checked them in. This policy also applies to items returned in the book drop.

BOOK DROP

A book drop may be provided to allow return of Library materials when the Library is closed. All materials returned before the Library opens are considered returned the previous business day.

LIBRARY FINES AND CHARGES

Patrons are responsible for all items checked out on their Library card. Charges for specific services may be established by the Library Board. Fines for overdue library materials and charges for damaged or lost items will be set by the Plymouth District Library Board and will be posted in the Library. Overdue fines will be charged for every day an item is out after its due date, excluding days on which the Library is closed, up to certain limits imposed by the Plymouth District Library Board.

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 Librarian-in-Charge, 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 computer 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 are the responsibility of the patron.

LOST OR DAMAGED MATERIALS

Library materials that are lost or damaged beyond repair must be paid for by the patron 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 reprocessing fee will be assessed. A receipt will be issued 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 one year, the patron is entitled to a refund, minus the accumulated overdue fine and 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.

DEPOSITS ON MATERIALS

Cash deposits may be required for certain items to be designated by the Director, up to the replacement price of the item. Such deposits are to be kept separate from other Library monies and will be returned to the patron when the item is discharged.

Overdue charges will be deducted from the deposit, and the overdue charges deducted from that deposit will be added to the Library's funds ten days after a billing notice has been sent to the patron.

NON-CIRCULATING MATERIALS

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

RENTAL COLLECTIONS

A rental program may be instituted to provide additional copies of items in high demand at a minimal rental fee that is established by the Library Board. Rental items will not be reserved.

Approved PDL Board

July 15, 2014