

## CIRCULATION POLICY

Most library materials are due two to four weeks from the day they check out. New Blu-rays and DVDs are due seven (7) days from the day they check out. Checkout times for Equipment vary. See Equipment for details.

The most current issue of any magazine, reference materials, and local history materials do not circulate. Although there is no limit on the number of items a patron may borrow, in order to best serve all of our patrons, quantity and renewal of high demand materials may be limited. Materials needed for a known school assignment may be reserved for in-house use OR a two book limit may be enforced.

Most materials may be renewed twice, unless another patron has requested them. Renewal of Interloan material is dependent upon the policies of the lending library. Equipment and DVDs may be renewed only once.

Circulating materials presently out of the library may be placed on reserve. Patrons will be notified by email that the reserved materials have arrived. Reserve books will be held a maximum of one week.

For the patron's convenience, a book drop is available outside the front entrance to the library.

Since you are responsible for all items borrowed using your library card, we urge you to not lend your card to others to use.

## OVERDUE PROCEDURES

Keeping material checked out beyond the due date is a violation of the Michigan Penal Code, Section 750.364.

Borrowing privileges for patron accounts with a balance due of over \$10 will be blocked until lost/overdue/damaged materials are returned and all resulting fees are paid.

Items 30 days or more overdue will be treated as lost. The current fair-market replacement cost of the item plus a \$5.00 processing fee will be billed to the patron's account, which may result in the account being blocked for further checkouts.

If late items are returned after billing for the items but before the patron pays for the replacement, all fees for that item will be cleared from the account.

If late items are returned after the Library has been paid but before the replacement has been purchased, all but the \$5.00 processing fee will be refunded.

## DAMAGED MATERIAL

The library will assume the cost of minor repairs. If materials are damaged so as to be judged by Library staff as being unsuitable for the collection, the patron must pay the replacement cost plus a \$5.00 processing fee.

Patrons damage Library items may purchase a new copy of the exact item at the discretion of the Library staff (exclusions do apply). Replacement items must be brand new with the same format and international standard number as the item that was lost. A \$5.00 processing fee will still be assessed.

#### LOST MATERIALS

Patrons who have lost an item will be charged the replacement cost and processing fee thirty (30) days from the date of the report of loss. The replacement cost will be based on the current retail cost for items still in print or based on the cost of comparable material for those items no longer in print.

For material borrowed via interloan, the lending library will determine any costs for lost or damaged material.

Material returned after having been withdrawn from the library's records may be donated back to the library. However, to offset the cost in staff time and supplies to re-instate the item, there are no refunds.

#### POLICY ON LIBRARY MATERIALS "CLAIMED RETURNED"

With the large numbers of library materials that are borrowed from and returned to the Clinton Township Public Library each day, occasionally incidents will occur in which patrons claimed that materials have been returned, but the Library's records do not reflect this.

At such times, it is the policy of the Clinton Township Public Library to take the following action:

1. The Library will repeatedly search for the material within the building during a period of three months from the time the material is claimed returned.
2. It has been our experience that very frequently, those who have felt quite certain that materials have been returned will find, upon another search, that the material had actually been mislaid, at home or at a friend's or relative's home. For this reason, the Library asks that during these three months, the patron re-check also, even if he or she feels that the materials have been returned.
3. At the end of three months from the time the material was claimed returned, if the material has not been found in the Library, the Library will contact the patron to learn of his or her findings. If the Library does find the material, the patron will be notified.

4. If the Library or the patron has not found the material, the Library will accept responsibility for the loss and clear the patron's record. However, if such an incident should be repeated, circulations privileges will be withheld until the material in question is returned or the replacement price and processing fee are paid.
5. "Claims Returned" must be made within 3 months from the due date.

AUDIO/VISUAL EQUIPMENT

An Xbox Game System, projector, iPads, and photocopier machine are available for in-library use only.

RELEASE OF MINOR CHILD’S LIBRARY RECORDS

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

Name of minor child \_\_\_\_\_

I hereby declare that:

- (1) I am the mother/father/legal guardian of the above-named child and
- (2) I accept full responsibility for return of overdue library materials checked out by the above named child, as well as liability for payment for the child’s fines and damaged or lost materials and...
- (3) I give consent for the release of the child’s library records only in the case of overdue, lost, or damaged materials...

To \_\_\_\_\_

And/or \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Write “self” if the records are to be released to the signing parent or guardian.)

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

Witness: \_\_\_\_\_

Library employee signature

Adopted by the Clinton Township Public Library Board of Trustees: September 9, 2004