

CIRCULATION POLICY

I. Eligibility for a Library Card at the Bath Township Public Library.

- A. Township residents. An individual residing in or paying real property taxes (which would include the owners of businesses that pay property taxes) to Bath Charter Township is eligible for a Library Card from the Library at no cost. Proof of identity and current address is required as stated more fully in this Circulation Policy ("Policy"). Library Residents are entitled to all Library services provided by the Library.
- B. Non-Resident. Library Card Holders. Individuals who are not Library Residents may purchase a Library Card. Non-Resident Library Cards shall only be sold to individuals for \$35.00 per year or to families for \$60.00 per year. Non-Resident Cards are valid for one (1) year from the date of purchase.
- C. Bath Community Schools. Students and staff currently attending Bath Community Schools are eligible for a Library Card from the library at no cost. Proof of identity for school attendance or employment is required.
- D. Township Staff. Employees of Bath Charter Township, including police & fire departments, are eligible for a Library Card at no cost. Proof of employment is required.
- E. Library Staff. Employees of Bath Township Public Library and their immediate family members are eligible for a Library Card from the Library at no cost. All cards eligible through employment will be voided once the employee is no longer working for the Library.

II. Receiving a Library Card.

- A. Person(s) wishing to receive a library card from the Library must complete an application for a library card. To obtain a library card, applicants must provide proof of residency, Bath Charter Township employment, Bath Community Schools employment, Bath Township Public Library employment, or pay a non-residency fee. Examples are:
 - 1. Government issued photo ID with the current address on it, such as a driver's license, passport or state ID card.
 - 2. Proof of address in the form of mail, such as a lease or utility bill, received at their place of residence.
 - 3. Documentation of taxpayer or business owner status.
 - 4. Proof of Bath Community Schools attendance, such as a school photo ID or a report card.
 - 5. Proof of Employment with Bath Charter Township, Bath Community Schools, or Bath Township Public Library, such as a W-2 or paystub.

If an adult applies for a card online, their card will not be activated until proof of residency is confirmed. When they come in to borrow materials for the first time, they will need to show their proof of residency. Minors and adults with legal guardians must apply for a library card in person with their legal guardian at the Library.

- B. By signing the Application, the card holder (or legal guardian for minors and adult applicants with legal guardians) agrees to and acknowledges that they are subject to the policies and procedures of the library, which may be amended. The card holder is responsible for all materials check out with their Library Card.
- C. Cards will be renewed after the card holder's information has been verified for accuracy and all fines and fees have been paid to be under \$5.00. Township residents will have library cards that are valid for three (3) years. All other eligible library card holders will have library cards that are valid for one (1) year.
- D. Minors and adults with a legal guardian must be accompanied by a legal guardian when applying for a card. Minors between age 5 and 18 are eligible for a Library Card. The legal guardian must provide the same valid ID as stated above. By signing the Application, the legal guardian agrees to be liable for payment or return of the materials identified in that Library record. The signing legal guardian is financially responsible for all items checked out on a minors' card. Only the legal guardian who authorized the library card has access to card holder information unless noted in third party authorization.
- E. When a minor turns 18 they are required to apply for an adult library card if they wish to continue to have a library card. If there are any existing fines, the fines will be addressed by the Director, or Director's designee. If a minor that turns 18 has a legal guardian, that should be addressed in the new application.
- F. Card holders are responsible for maintaining control over their cards and all materials checked out under them. When checking out materials, the card holder must verify their identity before materials are checked out. Card holders may authorize another person to pick up materials they have on hold. The authorized person must also verify their identity before picking up holds. Changes to contact information or authorization must be done in person. Lost cards must be reported immediately.
- G. Card holders may receive a replacement card for a nominal fee.

III. Circulation of Material; Interlibrary Loan

- A. The Library has exclusive authority to determine what materials will be circulated. Books in the reference section will not be circulated unless specifically authorized by the Library Director.
- B. Bath Township Public Library participates with the State of Michigan Electronic Library Interlibrary Loan System (MelCat). Card holders may request materials the Bath Township Public Library does not own from another library participating in MelCat. Once it has been

successfully requested, the item will be sent to the Bath Township Public Library where it will be processed, and the card holder will be notified they can pick up their item. Delinquent cards are unable to use MeLCat.

IV. Reserving and Reserved Material.

Card holders may place holds on certain materials that are currently checked out by reserving the material on the Library's website through the catalog, calling the Library or requesting in person. Card holders will be notified by the Library when the item is available for them. Reserved library materials will be held for (5) five business days. Materials must be checked out on the account of the person placing the request. If a card holder has placed a hold on an item currently available on the shelf, and that item has not yet been pulled for that card holder, the item may be checked out by another card holder physically at the Library. The hold will be retained in the system, and the card holder with the hold will be the next person to receive the item when it is returned.

V. Lost and Damaged Material.

- A. Lost Material. Material not returned within ninety (90) days of the due date is considered lost and the card holder who checked out the material is responsible for all replacement costs and processing fees. The Library Director shall determine what the list price is for the material and either notify the card holder of the amount due or designate a staff member to notify the card holder of the amount due. Refunds will be assessed by the Director, or Director's designee, on a case-by-case basis.
- B. Damaged Material. If material is returned damaged and may not be put back into circulation, the card holder checking out the material is responsible for the payment of the replacement costs. If material is damaged but may be put back in circulation, the Library shall assess a fee depending on the cause and nature of the damage. The Director or Director's designee shall have the exclusive and final authority to determine whether the material may be repaired.
- C. Processing Fee. Materials that are lost or damaged may incur a processing fee. The fee is to cover the cost of processing a replacement item. Materials returned to the library late may have the processing fee waived.

VI. Loan Periods.

Items are loaned out according to the following chart below. The Library also limits the number of renewals allowed as identified in the chart below. No renewals are permitted for Library material that has been placed on hold. Encyclopedias, laptops, reference items and genealogy materials are in house use only.

Material	Loan Period	Limit on Number of Items Checked out at one Time	Renewals allowed
All Books	21 Days	No limit	One (1) renewal
Magazines	21 Days	No limit	One (1) renewal

Audio Books and CDs	21 Days	No limit	One (1) renewal
DVDs	21 Days	Five (5) titles at one time	One (1) renewal
Nontraditional Materials	7 Days	One (1) title at one time	One (1) renewal

VII. Overdue Charges.

- A. There are no overdue fines. However, card holders will be charged for lost items. A processing fee may be charged.
- B. The library is not required to provide notice of overdue material. The Card holder is responsible for the fees and the return of material.
- C. When a card holder has outstanding accumulated fees or has (1) one or more items overdue, the card holder's account shall be considered delinquent. This includes cards on which the card holder is the only person identified as well as any card the card holder has agreed to take liability for in the returning of materials and the payment of fines.
- D. The Library reserves the right to turn over any delinquent account to a collection agency and the card holder will be responsible for all actual costs of collection and a processing fee or any additional fees and costs that the court may order.
- D. Card holders who are delinquent may not check out any additional items or use Library computers until the outstanding fines have been paid in full or they are on a payment plan.

AMENDED: August 19, 2026