

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 the Bath Township Public Library 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 \$25.00 per year or family card for \$50.00. Non-Resident Cards are valid for one (1) year from the date of purchase.
- C. Students of Bath Community Schools. Students currently attending Bath Community Schools are eligible for a Library Card from the library at no cost. Proof of identity for school attendance is required. (i.e. report card, student i.d.)

II. Receiving a Library Card.

- A. Every person 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 or pay a \$25.00 non-residency fee. Examples are a valid photo ID with the current address on it, such as a driver’s license, passport or state ID card, or the applicant must provide a proof of address in the form of mail, such as a lease or utility bill, received at their place of residence. For those individuals who are eligible for Library Resident status because they pay property taxes, they must provide documentation of taxpayer or business owner status. If a person signs up for a card online, they will have access to online services. When they come in to borrow materials for the first time, they will need to show their proof of residency and fill out a physical Application.
- B. By signing the Application, the person (or parent or guardian for minors under the age of 18) agrees to and acknowledges that they are subject to the policies and procedures of the library, which may be amended from time to time. Library Cards are valid for a period of one (1) year.
- C. Cards will be renewed after identification, address and telephone number have been verified for accuracy and all fines and fees have been paid to under \$5.00.
- D. Minors between age 5 and 18 are eligible for a Library Card. Minors must be accompanied by a parent or legal guardian when applying for a card. The parent or legal guardian must provide the same valid ID as stated above. By signing the Application, the parent or legal guardian agrees to be liable for payment or return of the materials

identified in that Library record. Put another way, the signing parent/guardian is financially responsible for all items checked out on a child's card.

- E. Library Card or State I.D. must be presented at checkout and patrons are responsible for maintaining control over their cards. Lost cards must be reported immediately because the patron is responsible for all materials checked out to their card.
- F. Patrons may receive a replacement card for a set 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). If the Bath Township Public Library does not own a book a patron wants, they may request it 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 patron will be notified they can pick up their item.

IV. Reserving and Reserved Material.

Patrons may place holds on certain materials that are currently checked out by other patrons by reserving the material on the Library's website and logging into the catalog, calling the Library or requesting in person. Patrons will receive a notice by phone or email from the Library when the item is available for them. Reserved library materials will be held for (5) days. Materials 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.

IV. Lost and Damaged Material.

- A. Lost Material. Material not returned within sixty (60) days of the due date is considered lost and the patron who checked out the material is responsible for all replacement cost. The Library Director shall determine what the list price is for the material and either notify the patron of the amount due or designate a staff member to notify the patron of the amount due. If the item is subsequently found after the replacement costs have been paid, the patron may keep the material and no refunds shall be issued.
- B. Damaged Material. If material is returned damaged and may not be put back into circulation, the patron 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 of \$2.00 per item. If the material is an audiobook, the Library staff has the authority to determine whether a repair or replacement fee shall be assessed depending on the cause and nature of the damage; for example, whether the damage was a result of negligent use or misuse of the audiobook. The Library shall have the exclusive and final authority to determine whether the book may be repaired.

V. Loan Periods.

Items are loaned out according to the following schedule. The DVD's shall have a limit of 5 items that may be checked out at one time by a patron; however, there is no limit to how many other materials a patron may have checked out. 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, reference items and genealogy materials are non-circulating.

Material	Loan Period	Limit on Number of Items Checked out at one Time	Renewals allowed
All Books	3 weeks	No limit	One (1) renewal
Magazines	3 weeks	No limit	One (1) renewal
Audio Books and CDs	3 weeks	No limit	One (1) renewal
DVDs (excluding multi-disc television show sets)	1 week	Five (5) titles at one time	One (1) renewal
Multi-disc television show sets DVDs	3 week	Five (5) titles at one time	One (1) renewal
Nontraditional Materials	3 weeks		One (1) renewal

VI. Overdue Charges.

- A. There are no overdue fines. However, patrons will be charged for lost items.
- B. The library is not required to provide notice of overdue material. The Patron is responsible for the fees and the return of material.
- C. When a patron has accumulated fees greater than \$5.00 or has (1) one or more items 30 days or more overdue, the patron shall be considered delinquent. This includes cards on which the patron is the only person identified as well as any card the patron 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 patron will be responsible for all actual costs of collection and a \$10.00 processing fee or any additional fees and costs that the court may order.
- E. Patrons who are delinquent may not check out any additional items or use Library computers until the outstanding fines have been paid in full.

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