

Circulation Policy

It is the policy of the Chesterfield Township Library to provide wide access to library materials through maximum use of the collection in a uniform manner. The library will specify the length of loan periods, renewals, reserves, fines, fees, and limits. The library will determine who is eligible to borrow materials and will provide for the return and replacement of such materials.

Library policies are covered by the Elliot-Larsen Civil Rights Act, PA 453 of 1976 as last amended, which recognizes the opportunity to obtain public service “without discrimination because of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status” as a civil right.

The following policies are intended to give all members of the public equal and fair access to the library’s collection. Occasionally situations arise when exceptions need to be made for unusual circumstances. In those cases the Director or other authorized staff may interpret these rules and authorize exceptions as needed.

E.1 Library Card: Eligibility and Type

The Chesterfield Township Library issues five types of library cards:

- 1. Full service resident card:** Issued at no charge to any resident living or owning a business in Chesterfield Township and to active military personnel and their families living at the same address. Proof of residency or ownership is required. Full service library cards are renewable every three years.
- 2. Local Limited Service Courtesy Card:** Issued at no charge to persons who work or attend school in Chesterfield Township and live in a community that supports a library, upon proof of employment or enrollment and current residency. These individuals are eligible to use their local library card at the Chesterfield Township Library. Borrowing privileges will be limited to the holdings of the Chesterfield Township Library. Courtesy card library cards are renewable on an annual basis.
- 3. Michicard:** Issued at no charge to persons living in communities participating in the Michicard program. These individuals are eligible to use their local library card, upon proof of current residency, at the Chesterfield Township Library and any of the Suburban Library Cooperative libraries that participate in the Michicard program. Borrowing privileges will be limited to checkout of print materials only. Michicard library cards are renewable on an annual basis.
- 4. Limited Service Local Non-Resident Card:** Borrowing privileges are limited to the holdings of the Chesterfield Township Library. Persons that live in a community that supports a library are eligible to use their local library card at the Chesterfield Township Library for a fee of \$25.00 per person with proof of current residency. Local non-resident library cards must be renewed each year on the contract renewal date.

5. Full Service Non-Resident Card: The fee for full borrowing privileges to all Suburban Library Cooperative libraries is \$200.00 per person. Non-resident library cards must be renewed each year on the contract renewal date.

E.2 Registration, Renewal, and Replacement of Library Cards

Registration: Required registration information, as applicable, includes: name, address, business address, telephone number, business telephone number, and birth date. Consent from a parent or legal guardian assuming financial responsibility will be required for a minor less than 18 years of age.

Identification: Acceptable identification may be any of the following: Michigan Driver's License, Michigan identification card, current Military identification card or any two (2) of the following: current utility bill with a mailing address on it, current automobile registration, current rent receipt with address, out-of-state driver's license in combination with other identification with current local address, or current property tax receipt.

Renewal: Proof of current residency will be required at the time of renewal of a library card. The invalid card must be renewed with appropriate identification to reinstate borrowing privileges. Library cards will not be issued or renewed for patrons with outstanding fines, fees, or bills. A patron must clear the account in full before receiving the new card or renewal.

Lost, Damaged, or Stolen Cards: There is a \$2.00 replacement charge for a lost or damaged library card. Proof of current residency is required at the time a replacement card is issued.

E.3 Reciprocal Borrowing Arrangements

The Chesterfield Township Library actively supports resource sharing through reciprocal borrowing arrangements with other libraries throughout the greater Detroit metropolitan area, as well as the state. Reciprocal borrowing arrangements provide expanded access to materials for Chesterfield Township residents. This allows the Library to meet the needs of library patrons more effectively.

Suburban Library Cooperative: As a member of the Suburban Library Cooperative, the Chesterfield Township Library will accept library cards from member libraries of the Cooperative with certified local library service. The Suburban Library Cooperative cardholders are subject to all the local circulation policies and procedures established by the Chesterfield Township Library. The Chesterfield Township Library will not, however, accept library cards issued from Suburban Library Cooperative member libraries that indicate they are valid only at the issuing library.

In turn, Chesterfield Township Library cardholders will receive reciprocal borrowing privileges at Suburban Library Cooperative member libraries, subject to the fair use guidelines, as outlined by the Suburban Library Cooperative and the member library's local policies and procedures. Chesterfield Township business/student cardholders, as well as cards that indicate they are valid only at Chesterfield will not receive Suburban Library Cooperative reciprocity.

The Chesterfield Township Library will follow all procedures established for reciprocal borrowing between Suburban Library Cooperative libraries. The library understands that each participating library determines which of their materials may be placed on hold or renewed by establishing parameters in the automated circulation system. These parameters may not be overridden.

If requested items are not available within the shared automation system, the Chesterfield Township Library will attempt to borrow materials using other networks which include the holdings of major public and academic libraries throughout the United States.

E.4 Circulation of Materials and Loan Periods

Presentation of Library Card: The library requires that patrons present library cards when checking out materials. However, the library recognizes that there will be times when patrons will not have their library card available. A registered patron may check out 2 items without a library card upon presentation of proof of identification.

Standard Loan Periods: The Library establishes standard loan periods for the various materials in the collection. The loan periods are detailed in **Attachment A**. These loan periods apply to all individual cardholders.

Special Loan Periods: A vacation loan period (beyond 21 days) is available to all individual cardholders for fiction titles (adult and youth) only. Rentals and new fiction cannot be borrowed on a vacation loan period.

The loan period of interlibrary loan materials is specified by the lending library.

Non-Circulating Materials: Reference materials, newspapers, and the current issue of magazines do not circulate.

Renewal of Materials: The renewal of library materials may be done in person, by telephone or through dial-in access. Materials eligible for renewal are outlined in **Attachment A**. Except as noted in **Attachment A**, there is a one-renewal limit on any items not reserved for another patron. Overdue items may be renewed if fines do not exceed \$5.00. The overdue fine amount, however, is still due and will be recorded on the patron's record.

Interlibrary loan materials are only renewable upon the approval of the lending library. The renewal period is also determined by the lending library.

Limits on Materials: To provide as wide an access as possible to the Library's collection, occasionally it is necessary to place limits on some materials on a per library card basis at the time of circulation. The limits are detailed in **Attachment A**. Other than the limits indicated in **Attachment A**, there is no limit to the number of items a patron may borrow at any single time. There is also no limit to the total number of items that a patron may have borrowed against their card at any given time.

Reserve of Materials: As a special service to library patrons, a reserve may be placed on designated library materials by telephone or in person. Patrons eligible for reserves are those with valid library cards from Suburban Library Cooperative member libraries.

Materials that can be placed on reserve are detailed in **Attachment A**. Reserves are limited to 50 items per patron at any one time. Patron notification will be in compliance with the Michigan Library Privacy Act when the reserve becomes available. Reserved items will be held for pickup for 7 days.

E.5 Overdue, Bill for Replacement, and Damage of Material Charges

Daily Fine: To encourage the prompt return of materials, the library charges a per day overdue fine based on the type of material. The daily overdue fine is not meant to be a punitive measure, but a means to make the library materials available to as many users as possible in a timely fashion. It is the responsibility of the cardholder to return all the materials on time. The overdue charge for each type of material is detailed in **Attachment A**. The daily fine begins the day after the item is due. No fines will accrue on days that the library is closed.

Maximum Fine: The library sets a limit on the maximum fine that will accumulate on a single item. The fine limits for each type of material are detailed in **Attachment A**. If an item is lost/damaged and paid for by the patron, any fine that has accumulated on the item will be waived.

Bill for Replacement: It is the responsibility of the patron to return the materials in good condition. If an item is lost, the patron must pay the replacement cost for the item plus a \$5.00 processing fee. The replacement cost will be the actual cost of the items as indicated in the library's computer database. If the exact replacement cost cannot be determined, the computer default replacement charge will be assessed, plus the \$5.00 processing fee. The default replacement charge for each type of material is detailed in **Attachment A**. The library will also accept a brand new exact duplicate of the item that has been billed for replacement in lieu of payment, but a \$5.00 processing fee will be assessed.

Refund for Bill for Replacement: A patron who pays for a lost item may have the cost of the item refunded, if the item is returned within 30 days and is in good condition. The proof of payment must accompany the material. Processing fees are non-refundable.

Damaged Materials: If an item is damaged to the extent that it can no longer circulate in the collection, the patron is responsible to pay the replacement cost for the item plus a \$5.00 processing fee. Patrons may not keep the damaged item. If there is minor damage to an item and it can still circulate (i.e., ink marks, torn pages, missing barcode, etc.), a charge of up to \$5.00 will be assessed. If an item must be sent to the bindery as a result of damage, a \$12.00 charge will be assessed to the patron. Damaged audio/visual cases will be assessed at current replacement costs for the type of case needing replacement.

E.6 Overdue/Bill for Replacement Notices

Claims Returned: When a patron claims an item has been returned, staff will search for the item(s). If the items are not found, they will be set to “claims returned” on the patron’s record. The Library will request that the patron continue to look for the material(s). Overdue fines will be suspended from the time materials are designated claims returned. If the item is found and returned, late fees will be assessed from the first day the item became overdue. Patrons may not accumulate more than four claims returned items. The fifth item a patron claims returns will be treated as a lost book. If the item(s) are not located within 90 days, the patron will be sent an itemized bill.

Suspension of Borrowing Privileges: Borrowing privileges will be suspended if outstanding fees reach a threshold of \$5.00 or more and/or there are 5 or more overdue items on an account.

E.7 Rental and User Fees

Rental Material: The library designates certain materials as rental items. The items designated rental and the corresponding rental fees are detailed in **Attachment A**. All rental fees are due at the time the item is checked out. The rental fee is calculated on a per business day basis. This rental fee does not accrue for day(s) the library is closed.

Interlibrary Loan: The library offers the specialized service of interlibrary loan to all library patrons. All interlibrary loan costs will be absorbed by the library.

E.8 Confidentiality of Patron - Registration Policy

It is the policy of the Chesterfield Township Library to preserve the confidentiality of the registration records of its patrons as required by law. To that end, the registration records of the library shall be released or disclosed only as provided for herein.

All patron registration information shall be treated by the staff of the Chesterfield Township Library as confidential, including name, address, telephone number, and any other information provided on the patron’s registration form. This policy also prohibits disclosure of whether or not a person has a library card.

1. **Registration Records:** This policy defines “registration records” as any information gathered from the patron on the library card registration form and/or any information entered into the library’s patron database. This policy does not cover library circulation records protected by the Michigan Library Privacy Act. For nondisclosure of those records, see the Compliance with the Michigan Library Privacy Act Policy.

2. **Notification of the Library Director:** Any employee of the Chesterfield Township Library who receives a request, of who is served with a subpoena, court order, or other legal process, to release or disclose any registration record shall promptly notify the library director.

3. Action by the Library Director: The library director, in a timely manner, shall review all requests and orders, consult with an attorney as necessary, and respond in an appropriate manner to each such request or court order in accordance with this policy and with the Michigan Freedom of Information Act, 1976 Public Act 442, MCL 15.231-15.246.

4. Requests for Registration Information: The library director shall deny, in writing, all requests for the release or disclosure of registration information unless the library director has received the written consent to such release or disclosure from the person(s) identified in the records. Patron registration information is considered by the library board to be “information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual’s privacy” as exempted from disclosure in the Michigan Freedom of Information Act, MCL 15.243(1).

5. Freedom of Information Act Requests for Registration Information: The library directory shall deny, in writing, any designated “Freedom of Information Act” request for the release or disclosure of confidential patron registration information.

6. Court Order for Patron Information: The library director, after consultation and advice from an attorney, shall comply with any subpoena or court order to release or disclose patron registration information.

7. Authority for Policy: The authority for this policy is the Michigan Freedom of Information Act, 1976 Public Act 442, MCL 15.243(1) (a) regarding information of a personal nature where the disclosure would constitute a clearly unwarranted invasion of privacy.

E.9 Compliance with the Michigan Library - Privacy Act Policy

It is the policy of the Chesterfield Township Library to preserve the privacy of circulation records of its patrons to the fullest extent by law. To that end, the circulation records shall be released or disclosed as provided for herein.

Library staff shall not release library records to any person other than the patron named in the record (i.e., the library cardholder). The Michigan Library Privacy Act prohibits disclosure to all third parties, including parents or other person who have signed to accept financial responsibility for the cardholder.

1. Records Protected by the Michigan Library Privacy Act: The Michigan Library Privacy Act provides that library records may not be disclosed to third parties unless the library has received written permission of the patron or a properly obtained court order (MCL 397.603). A “library record” is defined in the statute as “a document, record, or other method of storing information retained by a library that identifies a person as

having requested or obtained specific materials from a library.” “Library record” does not include non-identifying material such as circulation statistics.

Library Privacy Act Amendment Signed Into Law - 1996 PA 188: Public Act 188 of 1996 was recently signed into law to amend the Michigan Library Privacy Act. The Act now permits disclosure of library records if the library receives “written consent of the person liable for payment for or return of the materials identified in that library record.” MCL 397.603(2). If a parent or legal guardian signs to accept legal responsibility for return of his or her child’s library materials and to accept financial liability for that child’s library fines and other charges, the parent or guardian may authorize the disclosure of that child’s library records.

This amendment does not override existing privacy laws regarding library materials. The library can only disclose books or materials that involve fees, i.e., overdue, lost and/or damaged materials.

2. Notification of the Library Director: Any employee of the Chesterfield Township Library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose library circulation records shall promptly notify the Library Director.

3. Action by the Library Director: The Library Director, in a timely manner, shall review all requests and orders, consult with the Library’s attorney as necessary, and respond in an appropriate manner to each such request and order in accordance with this policy.

4. Requests for Library Records: The Library Director shall deny, in writing, all requests for the release or disclosure of library records as defined under the Michigan Library Privacy Act, unless the director has received the named patron’s written consent for such release or disclosure.

5. Court Order for Release of Library Records: The Library Director shall comply fully with a court order to release or disclose library records if that court order was properly obtained under Section 3(2) of the Library Privacy Act (MCL 397.603). The court may issue an order for disclosure only “after giving the affected library notice of the request and an opportunity to be heard thereon.”

6. Authority for Policy: The authority for this policy is the Michigan Library Privacy Act, 1982 Public Act 455, MCL 397.601 - 397.605. Library records protected by the Michigan Library Privacy Act are exempt from disclosure under the Freedom of Information Act (MCL 397.603 and MCL 15.243[d]).

E.10 Disclosure of Library Records

As permitted by the Library Privacy Act (Act 455 of 1982), the Chesterfield Township Library will disclose library records to a third party(ies) upon the written consent of the cardholder. This includes disclosing a title(s) when performing a renewal of library material. The Library provides a consent form which must be filled out and signed by the cardholder (see attached). The consent form will be kept on file and checked when the disclosure of library records is requested. A new consent form must be submitted each time a library card is renewed.

This cardholder, at any time, may revoke the consent for disclosure of library records by written notification to the Library.

E.11 Feature Videos/DVDs with R Ratings and Minors

It is the policy of the Chesterfield Township Library that video feature films/DVDs having an R rating will not be checked out to minors less than 18 years of age.