

# INDIAN RIVER AREA LIBRARY

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## Circulation Policy

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### 1. STATEMENT of PURPOSE

It is the policy of the *Indian River Area Library* (IRAL) to have the Library open to all for general use and for participating in programs, events, and classes, in accordance with the following guidelines.

### 2. LIBRARY CARD POLICY

Circulation of materials is limited to Library card holders, including IRAL resident and non-resident cards. The Library offers a variety of cards based on eligibility and service needs. Materials cannot be checked out until a Library card is issued.

#### A. Resident Cards

- a. Resident card and business card holders have access to all Library services.
  - i. Available to any individual who lives, works, or owns property in Tuscarora Township.
- b. For patrons 16 years or older, the patron must provide identification to show proof of residency within Tuscarora Township. This proof shall be one of the following documents: Driver's License, current tax receipt, voter registration card, or Michigan State ID card.
- c. Patrons must complete and sign the registration form to receive a Library card. A second or local business address is required for temporary and seasonal residents.
- d. For patrons under 16 years of age, a parent or legal guardian must sign a "Release of Minor Child's Library Records" per Section 3 of the Michigan Library Privacy Act, MLC 397.601 for a child under sixteen (16) years of age. No Library card shall be issued to any minor person under the age of sixteen (16) years without the prior written consent and acceptance of responsibility and liability for any and all fines, losses, or assessments against the Library card requested to be issued by such minor person's parent or legal guardian.
- e. Library resident cards expire four years after the issue date. All outstanding fees and fines must be paid before renewal. At that time, contact information will be confirmed and the card renewed for another four-year period.

#### B. Nonresident Cards

- a. Nonresident cards are issued to those who reside outside the boundaries of Tuscarora Township.
- b. In accordance with IRAL's service contracts with the following outlying townships, any individual requesting a nonresident Library card will be free and active for one year.
  - i. Burt Township

- ii. Ellis Township
  - iii. Koehler Township
  - iv. Walker Township
  - c. In accordance with IRAL's service agreement with Mentor Township, Mentor Township residents are eligible to purchase a one-year Library card for **\$20**.
  - d. If a patron would like borrowing privileges but does not meet the criteria above, a non-resident card may be purchased for **\$40**. Requirements to obtain a Nonresident Library card include:
    - i. Must present positive proof of residence (street) address on one of the following: Driver's License, current tax receipt, voter registration card, or a Michigan State ID card.
    - ii. Must pay **\$40** fee. Applicant is responsible for use of the card. This card entitles the holder to the Library's nonresident service plan. This includes:
      - 1. Borrowing up to ten Library materials within the physical collection at any given time;
      - 2. Access to limited e-resources, including MelCat, Libby, Creativebug, Ancestry Library Edition, Tumblebooks, Mango Languages, and ASLDeafined.
    - iii. Applicants must complete and sign the registration form.
  - e. Nonresident Library cards expire one year after the issue date. To renew a Nonresident Library card, the patron must update their contact information and pay an annual **\$40** or **\$20** (if Mentor Township resident) fee; the card will be renewed for another one-year period. All outstanding fees and fines must be paid before renewal.
- C. Student Cards
- a. Resident and nonresident students attending school or homeschooling within Tuscarora Township are eligible for a student Library card provided that a card issued pursuant to this section shall be usable solely by the student to whom it is issued.
  - b. Student cards are currently free to students. The service fee for nonresident students has been paid for by the Friends of the Indian River Area Library for the exclusive use of students.
  - c. To obtain issuance of a student card, the parent or legal guardian of the student requesting issuance of a Library card shall be required to consent in writing to said issuance and to accept responsibility for any and all fines, losses, or fees assessed against the Library card. If the parent or legal guardian has their own IRAL card, said card must be in good standing (not barred or blocked) in order to sign for a minor's card.
  - d. Student cards expire one year after the issue date. At that time, attendance at the school will be confirmed, contact information will be updated, and the card will be renewed for another one-year period. All outstanding fees and fines must be paid before renewal.
- D. Reciprocal Borrowers
- a. IRAL has reciprocal borrowing agreements and accepts Library cards from any of the following libraries: Alcona County Library, Beaver Island District Library, Boyne District Library, Charlevoix Public Library, Crooked Tree District Library, Elk Rapids District Library, Interlochen Public Library, Kalkaska County Library, Oscoda County Library, Otsego County Library, Petoskey Public Library, Presque Isle District Library,

Suttons Bay-Bingham District Library, Traverse Area District Library, Topinabee Public Library, and Wolverine Community Library.

- b. Guidelines for Reciprocal Borrowers:
  - i. The Borrower is subject to all rules and regulations of the Indian River Area Library.
  - ii. All borrowed materials from IRAL must be returned to IRAL.
  - iii. Borrowers are responsible for returning materials on time and will be fined for any overdue, lost or damaged materials.
  - iv. IRAL may suspend borrowing privileges for a patron who is not in good standing at the Library.
- c. To obtain a Reciprocal Borrowing Library card, cardholders from these libraries must present proof of address and their library card at the circulation desk in order to register.

### 3. LOAN and RENEWAL POLICY

#### A. Guidelines

- a. The loan or renewal of Library materials owned by IRAL may be done in person, by telephone, or online. Materials may be renewed up to three times, as long as no one else is on the reserve list. See also *Interlibrary Loans* policy for limits and regulations on items not owned by IRAL.
- b. Extended loan periods may be available upon request at the time of checkout. Any items on the reserve list cannot be renewed.
- c. Fines due at the time of renewal are still due.
- d. Patrons with accounts with a balance of \$5 or more may not check out or renew materials.
- e. In compliance with the Michigan Library Privacy Act, MCL 397.603, only authorized users, parents, or legal guardians will be provided detailed information on any Library account.
- f. The Library reserves the right to make some materials non-circulating and only available for in-library use.
- g. Patrons may call the Library to request a specific material. This material will be placed on the reserve shelf if available.
- h. Any Library material may be picked up by a messenger. The Library must be notified that a messenger will be picking up material.

#### B. Loan Periods

- a. Books, Audiobooks, CDs, Movies, Games, Puzzles: 3 weeks
- b. Wi-Fi Hotspots (For patrons 18 years or older only): 1 week

#### C. Interlibrary Loans

- a. Requests for special materials through interlibrary loan procedures will be processed within one week. The patron must be prepared to pay any fees that may be charged by the lending library.
- b. Materials must be returned by the due date indicated. Renewals are available through the patron's MelCat account. If renewing MelCat materials, please contact the *Indian River Area Library* by telephone or email to update the due date in IRAL's database system.

- c. The patron agrees upon acceptance of interlibrary loan materials to return the materials in good condition and on time. Failure to do so will incur a fine of **\$0.50** per day.
- d. The Library agrees to interloan materials to participating MelCat libraries.

#### 4. RESERVES and HOLDS POLICY

- A. Reserves/holds can be placed on any circulating items in the catalog.
- B. Reserves may be placed at the information desk, by phone, or online through the IRAL catalog.
- C. When items become available, the patron will be notified via email, text, or telephone. Patrons will be contacted by the preferred method selected in their account, if specified.
- D. Patrons with an account balance of \$5 or more may not reserve materials.
- E. Holds placed through the Library system will be held for a minimum of seven (7) days after notification.
- F. If not claimed, the item will be held for the next person on the reserve list or become part of the circulating collection.
- G. Patrons listed as authorized users, parents, or legal guardians may pick up or cancel held material for another patron.
- H. In compliance with the Michigan Library Privacy Act, MCL 397.603, only authorized users, parents, or legal guardians will be provided detailed information on any Library account.

#### 5. LOST, DAMAGED, or MISSING PIECES POLICY

*Indian River Area Library* cardholders are responsible for all materials checked out on their Library card. Replacement costs and fees are the responsibility of any customer who loses or damages Library materials. In the case of children under 18, it is the responsibility of the parent or legal guardian who signed the minor's Library card application to pay for lost or damaged items.

##### A. Guidelines

- a. The Library will notify the patron of the replacement cost for a damaged or lost item.
- b. A nonrefundable \$5 processing fee will be charged for replaced items.
- c. Patrons who pay for damaged or lost materials will have overdue fines associated with the item waived.
- d. When a damaged or lost item has been paid for, that item will be removed from the patron's record.
- e. Replacement cost will be refunded with return of item in good condition, up to three months after payment.

##### B. Overdue Items

- a. The overdue charge is ten cents (\$0.10) per day of operation. Any cardholder, including cardholder accounts connected via responsibility, whose fines and/or fees have accumulated to \$5 or more, shall be considered a delinquent patron and all accounts linked to that cardholder shall forfeit library borrowing privileges until materials are returned and fines/fees are paid. The suspension remains in effect until fines and/or fees are below \$5.
- b. A patron with a card that is not in good standing may not sign up a child for a Library card until the fines and/or fees are paid.

- c. A first notice will be sent after the material is overdue one week, with following notices sent weekly until the materials have been returned. At eight weeks overdue, the patron will be charged the replacement cost for the item along with a \$5.00 processing fee. After ten weeks, if the items have not been returned, the patron information may be sent to the Tuscarora Township Police Department for collections.

#### 6. FINES and FEES

- Damaged or lost items: Replacement cost, plus a \$5.00 processing fee. Replacement cost will be refunded with the return of the item in good condition up to three months after payment.
- Overdue books, audiobooks, CDs, movies, games, and puzzles: \$0.10 per day
- Overdue Wi-Fi Hotspots: \$10 per day, up to maximum fine of \$140.
- Photocopies and computer printing: \$0.20/page B&W and \$0.50/page Color
- Faxing: \$1.50 for the first page and \$0.50 for each additional page
- Lamination: \$1.00/sheet
- 3D Prints: \$1.00 per print job, plus 5 cents per gram over 10 grams of weight
- Book Sale: Prices posted in Book Sale Room
- Meeting room fee for use by non-cardholders or for-profit groups: \$5/hour up to 4 hours
- Makerspace room fee for use by non-cardholders or for-profit groups: \$5/hour up to 4 hours