

## II Marshall District Library

### Circulation Policy

The following statement of policies in effect on December 13, 2005, amended on November 14, 2006, September 11, 2007, June 24, 2008, December 9, 2008, June 30, 2011, November 8, 2011, January 8, 2013, June 27, 2016, December 8, 2016, February 11, 2020, May 11, 2021, November 14, 2023 supersedes all previous circulation policy statements.

#### **A. Borrowing privileges:**

Any resident of the Library District, five years of age or older, shall be allowed the privilege of borrowing library materials upon presenting identification and registering with the library. However, the library shall not request or maintain records of Social Security numbers for any reason. Applicants age 5 through 17 require a parent or legal guardian's signature. Borrower's privileges are also issued to non-residents who pay library taxes by owning property within the service area. Other non-residents may be granted library privileges upon payment of a non-resident fee: \$100.00 per family per year, \$50.00 per family for 6 months, \$25.00 per family for 3 months. Senior citizens 60 and over and U.S. Military Veterans will receive a 50% discount.

**Borrower's responsibility:** By signing one's library card application a patron accepts responsibility for use of the library and for any damaged or non-returned materials and/or overdue fines.

Cardholders must report lost or stolen cards immediately to stop any activity. Please check with the library to verify any materials currently checked out and/or late fees. Cardholders will need to reconcile all activity so that a new card can be issued. There may be a charge of \$1.00 to replace lost or stolen cards.

Institutional library privileges are also issued to corporations within the service area, in which case the "corporate person" is responsible for library materials borrowed. A letter of responsibility is kept on file and renewed annually.

#### **B. Loan periods:**

Most loan materials are checked out for two weeks. Loan periods for special items such as equipment may vary. Loan periods may be temporarily changed in special circumstances at the discretion of the Help Desk Staff. Extended loan periods do not apply to new materials or interlibrary loan items. Renewals are done upon request in person, online, or by phone, so long as the material has not been reserved for another patron. These items may not be renewed if they are overdue or have been reserved for

another patron. Patrons signed up for SMS or e-mail notifications will have their items automatically renewed up to three times, so long as the material has not been reserved for another patron. Exceptions: Items classified as Library of Things or Equipment may not be renewed. Reference books are not normally loaned, but may be loaned overnight at the discretion of Library staff. Newspapers are not loaned. Items that are considered long overdue (Six weeks or more from due date) may not be renewed. MelCat items will conform to MelCat policies and may not be renewed.

To encourage prompt return of library materials, patrons shall be limited to 10 video checkouts at a time and 70 total checkouts at a time.

**C. Overdue fines:**

To encourage the prompt return of materials, overdue fines are \$.20 per day on each item except no fine will be charged if the material is returned within a seven day grace period following the due date. Overdue fines for equipment are \$5.00 per day on each item. The grace period does not apply to loans of equipment or overnight loans. Borrowers are obligated to return loan materials whether or not they have received notices; the notices are a courtesy that is rendered to late borrowers. After following overdue procedures the library reserves the right to contact a collection agency or a local law enforcement agency in regard to overdue materials. When items become overdue, a maximum of \$15.00 will be charged. If fines are not paid when assessed, the record is maintained in the borrower file and the borrower is expected to pay the fine at a later date. No fine for a returned overdue item shall exceed its original cost to the library although processing fees may be assessed. Fines on items valued at or under \$15.00 will accrue up to the cost of the material. These fines may be modified or waived at staff discretion. If an item has been lost or damaged beyond repair, the borrower will be billed the list price of that item, instead of an overdue fine. If an item is found and returned after payment, no refund will be issued. Collection agency fees will not be waived.

Amended December 9, 2008, January 8, 2013

**D. Suspension of privileges:**

Borrowing privileges are suspended in the case of a cardholder who has failed to return one or more library items without making restitution; or when overdue fines exceed \$10.00.

Patrons/Households may not open new accounts for other family members if they have excessive fines/overdues of \$15.00 on their accounts at the discretion of Help Desk staff. In addition, patrons with expired cards must pay off old fines/overdues before a new card will be issued.

In cases of excessive/habitual overdues and fines (\$15.00) limits may be placed on the number of items checked out for a patron/household at the discretion of a manager or supervisor.

Amended December 13, 2005, September 11, 2007, January 8, 2013

**E.**

**Marshall District Library  
Fees and Fines Table**

Non-resident fee for library card: \$100 per year per family  
\$50 per year for seniors (60 or older) and US  
Military Veterans

Overdue fine: \$ .20 per item per day after seven-day grace period  
\$5.00 per item per day for loan of equipment  
\$15.00 maximum fine  
Fine not to exceed cost of original purchase of material

Meeting room: \$50.00 for-profit business, \$25.00 non-profit groups, unless modified by  
Director

Program room: \$30.00 for-profit business, \$15.00 non-profit groups, unless modified by  
Director

Conference room: \$20.00 for-profit business, \$10.00 non-profit groups, unless modified  
by Director

Photocopies: Black and white copies are \$.10 each. Color copies are \$.25 each.

Scanner printer copies: \$ .25 each

Public computer printing: Black and white copies are \$.10 each. Color copies are \$.25  
each.

Library card replacement: \$1.00

Video/Audio case replacement: \$1.00

Extended Interlibrary Loan Search: \$5.00

Laminating: Prices vary up to \$.50

Collection Agency Fee: \$10.00

Updated May 3, 2004; amended August 8, 2006, September 11, 2007, June 30, 2011, November 8, 2011, January 8, 2013, December 8, 2016, May 11, 2021.

#### **F. Privacy and Confidentiality**

The Marshall District Library's privacy and confidentiality policies are in compliance with applicable federal, state and local laws. In all cases we avoid creating and retaining unnecessary records. Only those records required to fulfill the library's mission are maintained and we design our procedures to prevent public view of personal information.

The library will not share personal information with any third party except as required by law. Information that the library may gather and retain about current and valid library users includes the following:

- User registration information
- Circulation Information, including specific materials on loan with outstanding overdue/lost fines
- Electronic access information

Users who wish to receive borrowing privileges must provide some personal information to establish a library account and to obtain a library card. When visiting the Marshall District Library website, a user may choose to provide name, email address, library card barcode, phone number, or home address so that staff members may respond to any request for assistance.

Questions regarding the Marshall District Library's privacy policies should be directed to the Library Director who will respond in a timely manner.

The Library Board of Trustees authorizes only the Library Director or Assistant Director to receive or comply with requests from law enforcement officials. Library records will only be made available upon receipt of a valid subpoena, warrant, court order, or other investigatory document issued by a court of competent jurisdiction that shows good cause and is in proper form. All library staff members have been trained to refer any law enforcement inquiries to library administrators.

Adopted November 14, 2006.

#### **G. Bed Bug Policy**

It is the responsibility of the Marshall District Library to maintain a healthy and clean environment for all library users and to protect the community's investment in library collections, equipment, and property. Bed bugs and other pests are an ongoing

challenge for all facilities open to the public. This policy outlines the protocol for the prevention, containment, elimination, and restriction of patron use in response to bed bug incidents in its collections or on its premises.

Library staff is trained to routinely inspect all incoming materials for the presence of bed bugs, including live or dead bugs, eggs, nymphs, and spotting associated with bed bugs. Marshall District Library maintains both equipment and supplies used in the detection and decontamination of materials that have come into contact with bed bugs. The library maintains a working relationship with a licensed pest control company with the ability to contract trained bug sniffing dogs if needed. In an effort to prevent further public exposure, any library material showing evidence of bed bugs will be heat treated before it is returned to the library collection. If suspension of a patron's library privileges is deemed necessary, Marshall District Library will provide the patron with contact for agencies that provide guidance on bed bug eradication.

So as not to jeopardize the health and cleanliness of library facilities, collections, and users, if a patron returns library materials on two separate occasions there may be an immediate limitation or suspension of circulation privileges of that patron, as well as all other members of that household. Suspended patrons and all other household members will have their borrower classification changed so that no checkouts of tangible items are permitted, yet access to digital collections is maintained.

Once the patron is able to provide the library with written proof that their residence has been treated, re-inspected, and that the bug infestation has been eradicated, library circulation privileges will be restored. The documentation must come from a licensed pest control company or the patron's landlord. It must list the address of the residence treated and provide contact information for additional follow-up if needed.

#### H. Right of Appeal

Patrons may appeal a decision to limit or suspend privileges or the conditions placed on reinstatement by sending a written appeal to the Library Board within ten (10) business days of the suspension notice. This appeal should be sent to the attention of the President of the Library Board at the address 124 West Green Street, Marshall, MI 49068. The decision of the Library Board is final.

Adopted December 13, 2005; amended December 13, 2005, August 8, 2006, November 14, 2006, September 11, 2007, June 24, 2008, June 28, 2011; January 8, 2013; June 27, 2016; February 11, 2020, May 11, 2021, November 14, 2023.