

## E. CIRCULATION POLICY

The Canton Public Library values the pursuit of individual and community goals by ensuring the open exchange of diverse materials and ideas. In support of our values and our mission, “Canton Public Library connects your community”, the library makes available materials for loan to all Canton residents, Canton property owners, students of schools located in Canton Township, persons who work at a business located in Canton, and reciprocal libraries.

CPL is part of a southeast Michigan based library cooperative known as The Library Network (TLN). Membership in this association offers residents the advantage of borrowing from over 60 public libraries within Wayne, Washtenaw and Oakland counties. Reciprocal borrowing between member libraries is encouraged. Patrons who have a valid library card from their home library, and reside within the legal service area of a reciprocating TLN member library that meets Library of Michigan certification requirements, may borrow materials from CPL. Reciprocity is subject to any rules, regulations or policies imposed by CPL or TLN.

### 1. LIBRARY CARDS

To borrow materials from CPL, patrons must have a valid library card. Library card applications are available at the Checkout Desk within the library and online at [www.cantonpl.org](http://www.cantonpl.org).

- Cards issued to patrons using the online application are temporary, and will expire 30 days from date of issue.
- To obtain a permanent library card, users must present valid photo ID and proof of residence in person, as outlined below.
- Only one card will be issued per patron. A charge may be assessed for reissuance of a lost card.
- Checkout desk staff will issue a card to Canton residents and others eligible for a CPL card. Residents of other TLN communities must obtain a card from their home library.
- Canton residents who are minors (under 18) must have on file a completed card application signed by a parent or guardian who agrees to be responsible for any fines accrued for late or billed materials. A parent or guardian must be present at the time a minor card is issued or updated. Library employees will not assume the responsibility of restricting borrowing due to ratings or content of materials.
- Resident and TLN associated accounts expire every three years on the patron’s birthday. All other cards, as described below, expire one year from the date of issue. Patrons must be present and provide valid photo ID and proof of residency to update a card.
- The Canton Public Library does not participate in the MIchiCard statewide library card program.

## 2. TYPES OF CARDS AND ELIGIBILITY

- Standard: Canton resident or property owner with photo ID and proof of residency.
- Non-Standard, valid only at CPL:
  - **Work in Canton:** Photo ID, proof of address, and a current check stub or security badge imprinted with the name of the Canton business. Only the employee will be entitled to a Canton Public Library card.
  - **Canton student:** Current student photo ID, report card or other paperwork verifying patron is currently a student at a school located within the boundaries of Canton Township.
  - **Exchange student, live in nanny, or person living under the guardianship of a Canton resident family:** Valid photo ID and card application completed and signed by an adult member of the host family, and applicant.
  - **Purchased Card:** Non-residents wishing to purchase a Canton Public Library card, to be afforded all the rights and privileges available to residents, may do so at the cost of \$170.00 per year, per address, payable on the date of issue. Each family member living at the same address will be eligible for a card.
- Members of qualifying TLN libraries: A valid library card from the patron's home library, valid photo ID and proof of address. As of January 2007, residents of Belleville, Sumpter Township and Van Buren Township are restricted to two items per card due to a Canton Public Library Board action in December 2006.

## 3. ACCEPTABLE FORMS OF IDENTIFICATION

- Government issued photo ID such as a current driver's license, Michigan State ID card, or passport; or other official badge or card with name and photo.
- Alternate examples of proof of residency include: copy of lease agreement, utility bill mailed to Canton address, voter's registration card, personal check imprinted with current address.

## 4. PATRON RESPONSIBILITY

- Patrons are responsible for all items checked out on their card.
- Patrons will supply CPL with correct current contact information upon receipt of a card, and agree to inform the library of any updates to home address, phone number, or email as soon as possible.
- Patrons must report a lost or stolen card immediately and are held responsible for all materials checked out on their card until the library is contacted. The library will provide to patrons a list of items checked out for insurance or police reports.
- Patrons agree to return borrowed items by the due date or pay any late fees assessed. Library borrowing privileges may be suspended if a patron's fine balance exceeds the set maximum limit.
- Patrons with a predetermined fine balance, not paid within the prescribed period of time, may be sent to a collection agency.

- Patrons are responsible for all fees assessed due to collection agency submission.

## 5. BORROWING

- Library materials are available for check-out with the exception of materials designated as non-circulating.
- Materials circulate according to a predetermined [borrowing schedule](#).
- Patrons will receive information regarding due dates of materials at the time of check out.
- CPL loan policies are available to patrons on-line and at the Checkout Desk.
- Patrons with a CPL card may request a hold on most circulating materials online, by telephone or in person. Requested items will be held for patrons for a limited period of days and must be checked out on the account of the patron making the request.

## 6. RENEWING MATERIALS

- Most materials may be renewed after the original checkout unless they are on hold for another patron. Other limits may apply.
- Materials deemed to be a part of a special collection may not be renewed.

## 7. INTERLIBRARY LOAN

The Canton Public Library offers to Canton patrons the ability to borrow items not available in its collection through interlibrary loan service. Interlibrary Loan (ILL) is a cooperative agreement between libraries to lend and borrow materials from their collections.

- Processing and postage fees may be charged to the patron's record.
- Patrons will be notified by the CPL notification system when requested materials are ready for pickup.
- All items must be returned to the Canton Public Library with ILL bands/labels and any due date cards intact to guarantee proper check in and return to the lending library.
- Charges will be incurred for lost or damaged materials and all late fees will apply.

## 8. OVERDUE FINES AND REPLACEMENT CHARGES

- A predetermined fine will be charged for items returned after the due date, according to a predetermined [borrowing schedule](#).
- Patrons who keep materials for more than twenty one days past the due date will be billed for replacement of the materials. Processing and billing fees will be added to the cost of the billed material. Patrons may request a refund for a billed item up to six months after the date of payment, if the item is returned in shelf ready condition. CPL will refund only the amount paid for the replacement of the item.
- CPL expects materials to be returned in the same condition as borrowed.
  - A replacement charge (including the actual cost to replace the item and a processing and billing fee) will be added to the record of a patron who returns materials deemed by the library not to be shelf worthy\*.

- A charge will be added to a patron's record for the replacement of obviously damaged audio visual cases according to a preset fee schedule.
- Library privileges will be suspended on a patron's record until all fines associated with a damaged item are settled.
- Once the replacement fee is paid, the damaged material becomes the property of the patron, however due to space constraints and hygienic issues, damaged materials are only kept for six months from the date the charge is added to the patron record, after which the damaged item is destroyed. The library reserves the right to immediately dispose of any materials in a condition deemed to be a risk of any type.

\*Highlighting, tears, soiling, damage by liquids, or any other obvious damage as determined by library staff.

- In lieu of paying the library's replacement cost of an item, a physical replacement may be purchased from a separate source with the following stipulations:
  - Books: Only the same edition (identical ISBN) of a book will be accepted as a replacement. Gently used books, with no damage to the cover or contents are acceptable.
  - Audio Visual Materials: Only new items will be accepted. All audio visual replacements must be the identical item lost or damaged, in their original shrink wrapped packaging.
  - The processing fee and applicable collection fees will apply.

## 9. PRIVACY ACT

In compliance with the Michigan Library Privacy Act 455 of 1982, Canton Public Library does not identify the titles of materials borrowed or on hold by a card holder to anyone other than the card holder or person given written authorization by the cardholder.

- All records are kept confidential and only shared with the cardholder and those individuals to whom the cardholder has given written authorization and/or as a result of appropriate legal orders.
- To allow others to have admittance to an account, cardholders must specify, in person, and in writing, names of those allowed authorized access, to be added to their records.

Adopted by the Library Board 08/18/2011

Motion No. 11/08-18-1