

## **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 offers materials for loan, interlibrary loan services, and access to the library's digital or electronic resources to all Canton residents, Canton property owners, students of the Plymouth-Canton School District and other schools located in Canton Township, and persons who work at a business located in Canton. Residents of neighboring communities whose libraries share their collections are welcome to share in our physical materials, with restricted borrowing privileges.

CPL is part of a southeast Michigan-based library cooperative known as The Library Network (TLN). Membership in this cooperative offers residents the advantage of borrowing from more than 60 public libraries within Wayne, Washtenaw, St. Clair, and Oakland counties. Reciprocal borrowing between member libraries is encouraged. Patrons living within the legal service area of a reciprocating TLN member library that meets Library of Michigan certification requirements, and who have a valid library card from their home library, may borrow from CPL. Persons who live within the legal boundaries of Plymouth and Plymouth Township may borrow most physical materials from CPL with no limits. Residents of all other TLN member libraries are limited to a total of 10 checked out items per card. Reciprocity is subject to any rules, regulations or policies imposed by CPL or TLN.

Deviation from this policy by library staff is permitted with approval from the library director or his/her designee.

### **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).

- A. Cards issued to patrons using the online application are temporary, and will expire 30 days from date of issue.
- B. To obtain a permanent library card, users must present valid photo ID and proof of residence in person, as outlined below.
- C. Only one card will be issued per patron. A charge may be assessed for reissuance of a lost card.
- D. 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.
- E. To be issued a card, Canton residents who are minors (under 18) must present a completed card application, signed by a parent or guardian who agrees to be liable for payment for or return of the materials identified in the minor's library record, including the responsibility 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. To assume responsibility for items checked out on their cards, and to update authorized access information, minors are encouraged to renew their cards on their 18<sup>th</sup> birthday.

- F. Resident and TLN-associated accounts expire every three years on the patron's birthday. Other cards, as described below, expire one year from the date of issue. For renewal, patrons must be present and provide their library card, valid photo ID, and proof of residency as required for the original issuance of a card.
- G. CPL does not participate in the MLibrary Card statewide program.

## 2. TYPES OF CARDS AND ELIGIBILITY

- A. Standard: Canton resident or property owner with photo ID and proof of residency. Family members at the property owner's residence may also receive a standard card. Standard cardholders are entitled to all library services provided by CPL.
- B. Non-Standard, valid only at CPL: Non-Standard cardholders shall have unrestricted use of the Library's facilities and programs and have the same circulation privileges as standard cardholders. Non-standard cards are issued in the following manner:
  - a) Employed in Canton: Present a photo ID, proof of address, and a current check stub or security badge imprinted with the name of the Canton business. Electronic proof of employment provided on an e-device is also acceptable. Only the employee will be entitled to a Canton Public Library card.
  - b) Go to School in Canton: Present a current student photo ID, report card or other paperwork verifying the patron is currently a student at a school that is either located within the boundaries of Canton Township or is within the Plymouth-Canton School District.
  - c) An Exchange Student, live-in nanny or person living under the guardianship of a Canton resident family: Present a valid photo ID and CPL card application, completed and signed by an adult member of the host family, the employer of the nanny, or the guardian, and applicant.
- C. 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 \$140.00 per year, per address, payable on the date of issue. Non-resident cardholders shall have unrestricted use of the Library's facilities and programs and have the same circulation privileges as standard cardholders. Each family member living at the same address will be eligible for a card.
- D. Members of qualifying TLN libraries: A valid library card from the patron's home library, valid photo ID and proof of address. TLN cardholders shall have unrestricted use of the Library's facilities and programs but their circulation privileges are limited to ten (10) items per card unless otherwise restricted by board action. Further, TLN cardholders shall not have access to the Library's digital or electronic resources, including but not limited to Overdrive, hoopla, Zinio

and any materials or services that are restricted by contract to Canton Residents only. Additionally, non-Canton cardholders shall not have any interlibrary loan privileges.

**3. ACCEPTABLE FORMS OF IDENTIFICATION**

- A. 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.
- B. Alternate examples of proof of residency include: state issued ID with current address, a copy of lease agreement, property tax receipt, utility bill mailed to Canton address within the last 90 days, voter's registration card, personal check imprinted with current address.

**4. PATRON RESPONSIBILITY**

- A. Patrons are responsible for all items checked out on their card.
- B. 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.
- C. 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.
- D. 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.
- E. Patrons with a predetermined fine balance, not paid within the prescribed period of time, may be sent to a collection agency.
- F. Patrons are responsible for all fees assessed due to collection agency submission.

**5. BORROWING**

- A. Library materials are available for check-out with the exception of materials designated as non-circulating.
- B. Materials circulate according to a predetermined borrowing schedule.
- C. Patrons will receive information regarding due dates of materials at the time of check out.
- D. CPL loan policies are available to patrons on-line and at the Checkout Desk.
- E. Patrons with a CPL or Plymouth District Library 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. A fine may be assessed for any materials not picked up.

- F. Materials available on the shelves may be requested by other TLN card holders. Items will be put on the hold shelf at the time of request and held for four days. A fine may be assessed for any materials not picked up.

**6. RENEWING MATERIALS**

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

**7. INTERLIBRARY LOAN**

- A. CPL offers, to Canton cardholders only, 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.
- B. Processing and postage fees may be charged to the patron's record.
- C. Patrons will be notified by the CPL notification system when requested materials are ready for pickup.
- D. 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.
- E. Charges will be incurred for lost or damaged materials and all late fees will apply.
- F. Charges accrued because of overdue, billed or damaged interloan materials are subject to collection agency submission.
- G. Patrons who have been billed for overdue interloan materials must pay for the items in full before borrowing privileges are restored. Billed inter-loaned materials are not eligible for refund.

**8. OVERDUE FINES AND REPLACEMENT CHARGES**

- A. A fine will be charged for items returned after the due date, according to a predetermined borrowing schedule.
- B. 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 three 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.
- C. CPL expects materials to be returned in the same condition as borrowed.

- a) At the library's discretion, a replacement charge (including the actual cost to replace the item and a processing and billing fee) may be added to the record of a patron who returns materials deemed by the library not to be shelf-worthy\*.
  - b) At the library's discretion, a charge, according to a preset fee schedule, may be added to a patron's account for replacement of obviously damaged audio visual or protective cases.
  - c) Library privileges will be suspended on a patron's record until all fines associated with a damaged item are settled.
- D. Once the replacement fee is paid, the damaged material becomes the property of the patron. Due to space constraints and hygienic issues, the library will keep billed, damaged materials for three months from the date the charge is added to the patron record. 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.

#### **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 cardholder to anyone other than the cardholder or person given written authorization by the cardholder.

- A. 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.
- B. 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.

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