

Amended 02/2014  
Amended 02/2017  
Amended 07/2017  
Amended 03/2023

## **Circulation Policy**

### **A. Library Cards**

1. Residency or property ownership in Elk Rapids Village or Township, Milton Township, or Torch Lake Township is required to obtain a “Patron” library card. Households enrolled in Elk Rapids Schools are also considered “Patron” library card holders and will have full library privileges.
2. There are no residency requirements to obtain a “Guest” library card. Guest library card holders will have library privileges but will exclude: E-content (Libby), hot spot, and technology check outs. Guests are encouraged to use their home library to obtain these costly services.
3. A picture ID showing current address is required to obtain a library Card. Residency or property ownership may be verified by a document showing the name and address of the applicant, confirmed with the picture id.
4. Persons applying for a card must complete a registration card. Children 17 and under must have a parent or legal guardian's signature indicating their responsibility for items checked out.
5. The Elk Rapids District Library will maintain the confidentiality of patron records.

### **B. Circulation of Materials**

1. The circulation period for items is as follows:
  - a. Books and audiobooks circulate for 3 weeks.
  - b. Magazines and DVDs circulate for 7 days.
  - c. Up North Digital Collection items (Libby) circulate out for 2 weeks.
  - d. Chromebooks and Hotspots are checked out for one week.
2. Materials will be automatically renewed for one additional circulation period provided there is no waiting list. Up North Digital Collection may be renewed on the Libby app.

### **C. Reserving Materials**

Patrons and guests may request to be put on a waiting list for materials currently in circulation. Staff will notify the next person on the list when the item becomes available. The item will be held for 3 days.

### **D. Interlibrary Loan**

Items unavailable at the Elk Rapids District Library may be obtained for patron and guest users through MeLCat, the state-wide interlibrary loan system. Any additional charges incurred in the transaction will be the responsibility of the card holder.

### **E. Overdues**

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1. Materials are due before library closing on the due date. No daily fines will be charged for overdue items.
2. Every attempt will be made to notify patrons of overdue items, including automatic emails, telephone calls, and/or letters mailed or sent by email.
3. When an item is 6 weeks overdue it will be marked "Lost" and the patron will be billed for replacement, plus an additional \$10 processing fee.
4. Borrowing privileges are suspended when items are overdue or a balance is owed on the account.

#### **F. Damaged Materials**

1. When items are damaged, either accidentally or through misuse or carelessness, the borrower of record is responsible for the full replacement cost of the item. An additional processing fee of \$10 may be added to the replacement cost. Determining damage that requires restitution is entirely at the discretion of the library Staff and/or Director.