

Amended 02/2014

Amended 02/2017

Circulation Policy

A. Library Cards

1. Residency or property ownership in Elk Rapids Village or Township, Milton Township, or Torch Lake Township, or in Grand Traverse County, is required to obtain a library card. A picture ID is required. Residency or property ownership may be verified by one of the following:
 - MI Driver's License showing current local address
 - MI ID Card from Secretary of State showing current local address
 - Current property tax receipt
 - Current telephone/utility bill
 - A lease or rental agreement (for at least 6 months)
 - Change of address confirmation from the US Postal Service
 - Other official document connecting the name to the address, to be approved by Director.
2. Persons applying for a card must complete a registration card. Children under the age of 5 shall be included on a family card that includes the name of at least 1 parent or legal guardian who has current identification (as above). To receive their own card, children ages 5 through 17 must have a parent or legal guardian's signature.
3. A card may be obtained by non-residents for a fee of \$40.00 per year, available on a quarterly basis. Picture ID showing current address is required.
4. 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. Back issues of magazines and DVDs circulate for 7 days. Current issues of magazines do not circulate.
 - c. Up North Digital Collection items are checked out for 1 or 2 weeks.
2. Materials may be renewed for one additional circulation period provided there is no waiting list. Items may be renewed by phone or on the library website. Up North Digital Collection items may not be renewed.

C. Reserving Materials

Patrons 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.

Amended 02/2014

Amended 02/2017

D. Interlibrary Loan

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

E. Overdues

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. At 8 weeks overdue, and all attempts to have material returned have been unsuccessful, the account will be turned over to Unique Management Services, a collection agency. An additional \$10 fee will be added at that time.
5. 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.