

Charlotte Community Library: Circulation Policy

Mission Statement:

To provide materials and service, which will furnish opportunities for educational, informational, recreational, and cultural needs of the community.

Charlotte Community Library subscribes to the American Library Association Code of Ethics, the Library Bill of Rights, and the American Library Association's Freedom to Read and its associated policies.

The Library believes in obeying the Michigan Elliot-Larsen Civil Rights Act, PA 453 of 1976, which recognizes the opportunity to obtain library service without discrimination because of religion, race, color, national origin, age, sex height, weight, familial status, or marital status as a civil right.

Parents or legal guardians – and only parents or legal guardians – have the right and responsibility to restrict access of their children – and only their children to library resources. Parents and legal guardians who do not want their children to have access to specific materials should advise their children. The library, its staff, and governing body cannot assume the role of *in loco parentis*.

Anyone may participate in library events.

There are two tiers of library privileges based on the patron's residence.

Tier 1

Limited Library Privileges:

1. Two items from library shelves
2. Library's computer use for one hour per day
3. No other library services

Tier 2

Full Library Privileges:

1. Ten items from library shelves
2. Library's computer use for two hours per day
3. Borrowing items from other libraries using the MEL Cat system
4. Use of all of the library's available electronic services

Resident Cards: areas that pay a millage for the library: Tier 2, full library privileges

These people live in:

1. The city of Charlotte, inside the city limits
2. Carmel Township
3. Eaton Township

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Contract area cards: Tier 1, limited library privileges, for ½ the cost of fee card a Tier 2 for full library privileges.

These people live in:

1. Brookfield Township
2. Chester Township
3. Walton Township
4. The city of Olivet

Lee Township receive a Tier 2, full library privileges until January 1, 2023

Homeschoolers may borrow 20 items, if they have tier 2, full library privileges.

Teacher cards: Tier 2, full library privileges

Teacher's cards are issued to those individuals who live outside of the Library's Resident Card area and who are currently employed at a school that is located in our Resident Area. The card is valid for one year from the date issued. The teacher must show a valid school ID and a second ID, which has the teacher's current address if the school has not provided a school ID, then a letter on letterhead signed by the school's principal, or a pay stub must be provided.

Fee Cards: Tier 2, full library privileges, for an annual household fee as set by the Library Board.

For those who do not live in either the Resident Card area or the Contract Card area.

Siren Shelter Card: Residents of the Siren Shelter must bring in a form letter from the Siren Shelter before a card is issued. Only one (1) card is issued per family and one (1) item from the library.

Library Card Application

The library requires a driver's license or state ID for a library account application. Another document with correct address, such as a bill, may be used for address verification if the photo ID does not have the correct address.

When a new application is received by the library, only two items may be borrowed on that day. We will mail a card to the address listed on the application.

Library cards have a three-year expiration date, with the exception of Fee and Teacher cards.

Cards must be renewed in person. An adult card can only be renewed if there is no fine balance and no library materials are overdue.

A legal guardian must sign a child's library account application. The legal guardian signing the child's account is responsible for all materials borrowed by the child.

Children (under the age of 18) will not receive a physical library card but the library staff will request their name and address when borrowing from the library.

A child's library account can be renewed if the fine balance is no greater than \$5.00 and no library materials are overdue.

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A lost library card should be reported to the library as soon as possible. If the card is fraudulently used and is not reported to the library, the library is not responsible, for any unreturned or damaged materials.

Borrowing Guidelines

1. Adults must present their library card to borrow materials, and only adults, may borrow DVDs.
2. Lending period for books is 4 weeks, with the exception of new fiction, which is 1 week. Overdue fines for books is 10¢ per day.
3. All DVDs are 1 day or 7-days rentals. DVDs are rented for \$1.50. DVD fines are \$1.50 per day.
4. Educational DVDs are borrowed for 7-days at no charge. Overdue fines for Educational DVDs are 50¢ per day.
5. All audiobooks on CD and Playaway may be borrowed for 4 weeks. Overdue fines are 10¢ per day.
6. Music CDs may be borrowed for 1 week. Overdue fines are 10¢ per day.
7. All items must be returned on the date due before the library closes to be considered on time. Any item returned after closing on the date due will be considered late and any fines are charged
8. All Items except for DVDs may be renewed one time unless they are on-hold.
9. No item may be borrowed until all overdue items are returned and all fines are less than \$5.00.
10. All items except for oversized books may be returned in the outside drop box.
11. All items must be returned in the same condition as borrowed. If the item is damaged the user will be assessed the full cost of the item.

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