

## Circulation Policy

The Charlotte Community Library issues seven types of library cards: full service, basic service, non-resident/fee, Siren Shelter, teacher, student, homeschooler, and school.

**Full service and basic service cards are based on residence.**

### **Basic service:**

- Four items from library shelves and access to digital resources through Libby

*Basic service cards are granted to contract areas, which include:*

- Brookfield Township
- Chester Township
- Walton Township
- City of Olivet

Contract area/basic service cards may upgrade to full service for ½ the cost of a fee card  
Lee Township receives full service until January 1, 2025.

### **Full service:**

- Ten items from library shelves
- Borrowing items from other libraries using the MelCat system
- Use of all of the library's available electronic services

*Residents who pay for our millage receive full service cards.*

The millage district includes:

- Inside the City of Charlotte limits
- Carmel Township
- Eaton Township

**Homeschoolers** may borrow 30 items, if in the millage district.

### **School:**

- Two items from the library shelves
- Limited eResources

School cards are issued annually to students of the Charlotte Public Schools and St. Mary School. Parents are provided an opt out period, then the school district provides the library with the student name and student ID number. If students wish to check out physical items they must come to the library and provide their contact information.

### **Teacher:**

Teacher cards are full service cards. Teacher cards are issued to those individuals who live outside of the library's millage area and who are currently employed at a school that is located in our millage district. 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.

**Non-resident/fee:**

Fee cards are full service, for an annual household fee as set by the Library Board.

**Siren Shelter:**

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 to be checked out.

**Library Card Application:**

Patrons may apply for a card online or over the phone. However, the library requires a driver's license or state ID for full service, basic service, and Teacher cards before the patron checks out physical items. 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. Patrons must wait until they have a physical card to check out electronic devices.

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

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.

Patron accounts can be renewed if the fine balance is no greater than \$5.00.

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:**

- Adults must present their library card or photo ID to borrow materials, and only adults, may borrow entertainment DVDs. Student and School cards may borrow Educational DVDs.
- Lending period for books is 4 weeks, with the exception of new fiction, which is 1 week.
- All DVDs are 1 day or 7-days rentals.
- Educational DVDs are borrowed for 7-days at no charge.
- All audiobooks on CD and Playaway may be borrowed for 4 weeks.

- Music CDs and periodicals may be borrowed for 1 week.
- All other library materials may be borrowed for 1 week.
- All items must be returned on the date due before the library closes to be considered on time.
- All Items except for DVDs may be renewed one time unless they are on-hold.
- No item may be borrowed until all fines are less than \$5.00.
- All items except for oversized books may be returned in the outside drop box.
- 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.
- Borrowing privileges for physical items may be suspended for all patrons in a household when any returned physical items show signs of pest infestation. The suspension will be lifted after the patron(s) present proof of treatment by a licensed pest control company.

Approved by the Library Board of Trustees, January 18, 2024