

Circulation Policy

This policy outlines the requirements for obtaining a library card and responsibilities associated with having a library card at the Charlotte Community Library (CCL). It describes the different types of library cards available, their intended uses, and the responsibilities of cardholders. Additionally, it details the consequences of misuse to ensure fair and consistent access to library services for all patrons.

A. LIBRARY CARDS

a. General Instructions for obtaining Library Cards at CCL

- i. To register for a library card, adults must present a valid driver's license, state ID, or other government-issued photo identification that includes their current address. If the address on the ID is not current, additional confirmation of residency will be required.
 1. The following list of documents are examples of acceptable proof of residence: current utility or insurance bill, current vehicle registration, voter registration card, bank statement, tax receipt, lease or rental agreement, official mail that lists name and current address.
- ii. To complete the card application individuals must provide the following information: name, address, date of birth, primary phone number, secondary contact name, and secondary contact number. It is optional for individuals to provide their email address.
 1. Exceptions may be made at the discretion of the library staff for valid reasons.
- iii. By signing the CCL card application, patrons accept full responsibility for the use of their Library Card, including any fees incurred for damaged or unreturned (lost) materials. Additionally, patrons acknowledge and agree to comply with CCL's circulation policies, procedures, and all other applicable rules governing library use.
- iv. Only the individual who has signed the application may access information associated with the Library Card. However, they may authorize others to use their card by adding their names as approved users or physically give another individual their card. Use of a Library Card implies that the individual presenting the card is either the cardholder or has been granted permission by the cardholder to use it. The cardholder is ultimately responsible for all items borrowed using their Library Card.
- v. Library card privileges are suspended if there is a maximum of three (3) items overdue, and/or account fees exceed \$5.00.

b. Types of Cards

i. Adult

1. If an individual lives in or pays property taxes to one of the following areas: Carmel Township, City of Charlotte, City of Olivet, or Eaton Township; they are eligible for a CCL library card. Cards

are active for three (3) years and can be renewed if they still qualify. Patrons with resident cards can borrow up to 25 physical items and enjoy full access from CCL's digital resources.

ii. Fee Card Adult (occasionally called Out-of-District Card)

1. If an individual or household does not reside in or pay property taxes to Carmel Township, the City of Charlotte, the City of Olivet, or Eaton Township, they may still access library services by purchasing an Out-of-District Card. Each person living at the same residence is eligible for a card as this fee covers the entire household.
 - a. Cards are active for one (1) year or six (6) months and can be renewed if they still qualify and pay the fee. Patrons with resident cards can borrow up to 25 physical items and enjoy full access from CCL's digital resources.
2. The annual fee for this card is set by the Charlotte Community Library Board of Trustees in accordance with Michigan's Non-Resident Borrowing Law (Act 89 of 1977, Section 397.561). As of January 1, 2025, the out-of-district fee per household will be \$100.00 for a year. Each household may pay \$50.00 for 6-month cards.

iii. Youth (or Fee Card Youth)

1. A youth is defined as an individual under the age of 18, unless determined otherwise by a court order. For a youth to sign up for this card, they must live with an adult (parent or guardian) over the age of 18. The adult must sign the application and accept legal responsibility for the youth's use of the card. This includes the use of internet, borrowed materials, and replacement costs for damaged or lost materials. The signer must provide identification and proof of address to apply for the youth's library card. *(See page 1, section A. Library Card, subsection i, for examples of accepted identification and proof of address.)* The CCL staff are not responsible for the nature of materials used or borrowed by the youth. The adult signatory of the youth's account can obtain information linked to the Youth Card.
 - a. Youth cards are active for one (1) – three (3) years depending on the residency of the responsible adult (parent or guardian) and can be renewed by said adult. If Out-of-District residency, fee for the household needs to have been/be paid. Youth cards can borrow up to 25 physical items and enjoy full access from CCL's digital resources.
2. Youth cards are linked to responsible adult signer's account. Adult account is "responsible for" and youth account is "responsible to". When a youth card has suspended privileges for three (3)

overdues and/or fees over \$5.00 the responsible adult account will also have their privileges suspended.

3. When a youth patron turns 18 years of age, they are required to upgrade to an Adult or Fee Adult account. All their information is transferred to the new account. They assume the responsibility of returning material and fees assessed to their youth account. If the account becomes a Fee Adult account, an annual fee may be applied if under a different household.

iv. School

1. Students attending Charlotte Public Schools, St. Mary's School, or Olivet Community Schools are eligible for a School Card through the CCL. This card allows students to borrow up to 2 physical items and access digital resources through Libby.
2. To complete their School Card setup, students must provide their address, phone number, and date of birth to CCL staff during their first visit to the library.
3. Families are given the chance to opt out of this opportunity if they prefer.

v. Teacher

1. Teachers employed by Charlotte Public Schools, St. Mary's School, or Olivet Community Schools are eligible for a Teacher Card from CCL. This card is valid for one year from the date of issue. Teachers may obtain a card by presenting proof of employment from one of the eligible schools and the information required for an Adult Card. *(See page 1, section A. Library Card, subsection i, for examples of accepted identification and proof of address.)* Once their card is active patrons with an Adult Card can borrow up to 25 physical items and enjoy full access from CCL's digital resources.
 - a. Teachers at additional schools within the area not listed above may qualify at the discretion of a member of the management team.

vi. Siren Shelter Adult

1. The Siren Shelter is temporary housing for unhoused individuals or survivors of domestic abuse. Before a card is issued to a resident of the Siren Shelter they must provide confirmation through an official letter from the Siren Shelter of their status. These cards are only valid for one year. Siren cards are limited to one (1) card per family, and they can check out one (1) physical item at a time.

c. Lost or Stolen Library Cards

- i. If a card is lost or stolen patrons should immediately notify staff at CCL to prevent unauthorized use. Once the card is reported the date will be noted and the patron will not be held accountable for any items borrowed or fees assessed to the account. Patrons will be held

responsible for any materials and associated fees prior to the reported date. If a youth card is lost or stolen the adult who signed the library card application is held responsible.

- ii. There is a replacement fee of \$5.00 for lost cards, which may be waived at the discretion of library staff. In lieu of their library card, patrons can use their valid driver’s license, state ID, or other government-issued photo identification instead of paying the replacement fee. Patrons may choose to receive a free new card at the time of their card renewal.

d. Renewal of Library Cards

- i. Patrons must verify the information on their account and have less than \$5.00 in fees to renew a CCL card. Additionally, Fee Cards (Out-of-District Cards) will have to pay the annual fee.
 - 1. Youth cards (Fee or non-fee) must be renewed by the responsible adult (parent or guardian).
- ii. Patrons may obtain a free new card at their time of renewal.

B. MATERIALS

a. Loan Periods

The table shows how long the material may be borrowed.

Material type	Length of Borrow
New Release Books	14 Days
Books owned for 5 months	4 Weeks
Magazines newest Edition	Does not circulate
All other Magazines	7 Days
Audiobooks	4 Weeks
Music CDs	7 Days
DVDs	7 Days
Beyond Books** ***	7 Days
Select Reference Books	7 Days

**Beyond Books are identified as materials other than books, DVDs, music, and audiobooks.

***Select Beyond Books items require a signed user agreement for each borrower.

b. Material Borrowing

- i. To borrow materials patrons must show their library card, Driver’s License, or State I.D. The limit of materials borrowed is based on the patron’s type of card. (*Information can be found on pages 1 -3, under section A. Library Cards, subsection b. Types of Cards.*)

c. Reserving and Renewing In-House Materials

- i. Patrons may have up to 25 physical material reserves at a time. Patrons may reserve unavailable and available materials. Once a reserve is available the patron will be notified, and it will be held for eight (8) days before being returned to the shelf. This may change at the discretion of a staff member.
- ii. Generally, materials can be renewed on the online account or at the request of the patron. The exceptions are if the item has already been

renewed once, it is reserved by another patron or if there are special instructions for a non-renewal of an item.

d. Interlibrary Loan

- i. The Michigan eLibrary (MeL) is an Interlibrary Loan program used to facilitate the process of borrowing material with other participating libraries throughout Michigan.
- ii. Library patrons assume responsibility for all charges, including replacement or repair costs determined by the lending library.

e. Overdue, Lost, and Damaged Materials

- i. Each patron's account is limited to three (3) overdue items before suspension of privileges occur. The account will be restored once all items are returned, there are less than three (3) overdue item(s), or an override is approved by the discretion of the library management staff for valid reasons.
- ii. While CCL staff are not required to send notices for overdue, lost, or damaged materials, we do so as a courtesy to support our patrons. Notices are typically sent when items are 7 days overdue, 14 days overdue, and 28 days overdue (Lost item). Failure to receive a notice does not remove the borrower's responsibility to return items on time or pay any fees for lost or damaged materials. Patrons can find their material due dates through their online accounts, the date stamp on the material, printed receipt, or by speaking with a staff member.
 - 1. When lost or damaged items exceed the \$5.00 limit, the borrower's account will be suspended. The account will be restored once fees are below the \$5.00 limit and/or overdue items are returned. If a lost item is paid for and then found it will be considered the property of the borrower. Refunds are not given. If an accounts expiration date is older than 3 years, the account will be deleted and the fines erased.

C. FEES

- a. CCL does not charge any fees for overdue materials. However, if a borrowed library item is lost or damaged the patron will be charged a repair or replacement fee. Additionally, a fee may be assessed to a patron's account as a "cleaning fee" for items.
- b. If those fees are over \$5.00 the account will automatically be suspended. In certain circumstances fees may be waived based on the management team's discretion.

D. SUSPENSION OF PRIVILEGES

- a. A patron's borrowing privileges and access to public computers, Libby and Hoopla will be suspended when fees on their account exceed \$5.00 and/or their account has three (3) or more overdue items. These privileges will be restored once the account balance is reduced to below \$5.00 and/or all overdue items have been returned.

E. PRIVACY AND CONFIDENTIALITY

- a.** The Charlotte Community Library is bound by the Michigan Library Privacy Act (PA 455 of 1982) in which a “library record” is defined as a document, record, or other method of storing information retained by the Library that contains information that personally identifies a Library patron, including the patron’s name, address or telephone number, or that identifies a person as having requested or obtained specific materials from a Library. “Library record” does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of Library materials in general. The Library Privacy Act provides that a “library record” is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court. Accordingly, the Charlotte Community Library will not release nor disclose a “library record” except as provided by the Library Privacy Act or as otherwise required by State or federal law. The library, however, may use the “library record” to retrieve overdue materials, the collection of fines, and other Library business as permitted by law.
- b.** Library documents and records (other than patron records covered by the Michigan Library Privacy Act) shall be available to the public in accordance with the Michigan Freedom of Information Act (FOIA) (PA 422 of 1976) and the Charlotte Community Library’s FOIA Policy.

Approved by the Library Board of Trustees, 20 March 2026