

Marshall District Library

Circulation Policy

The following statement of policies in effect on December 13, 2005, amended on November 14, 2006, September 11, 2007, June 24, 2008, December 9, 2008, June 30, 2011, November 8, 2011, January 8, 2013, June 27, 2016, December 8, 2016 supersedes all previous circulation policy statements.

A. Borrowing privileges:

Any resident of the Library District, five years of age or older, shall be allowed the privilege of borrowing library materials upon presenting identification and registering with the library. However, the library shall not request or maintain records of Social Security numbers for any reason. Applicants age 5 through 17 require a parent or legal guardian's signature. Borrower's privileges are also issued to non-residents who pay library taxes by owning property within the service area. Other non-residents may be granted library privileges upon payment of a non-resident fee: \$100.00 per family per year, \$50.00 per family for 6 months, \$25.00 per family for 3 months. Senior citizens 60 and over and U.S. Military Veterans will receive a 50% discount.

Borrower's responsibility: By signing one's library card application a patron accepts responsibility for use of the library and for any damaged or non-returned materials and/or overdue fines.

Cardholders must report lost or stolen cards immediately to stop any activity. Please check with the library to verify any materials currently checked out and/or late fees. Cardholders will need to reconcile all activity so that a new card can be issued. There may be a charge of \$1.00 to replace lost or stolen cards.

Institutional library privileges are also issued to corporations within the service area, in which case the "corporate person" is responsible for library materials borrowed. A letter of responsibility is kept on file and renewed annually.

B. Loan periods:

Most loan materials are checked out for two weeks. Loan periods for special items such as equipment may vary. Loan periods may be temporarily changed in special circumstances at the discretion of the Help Desk Staff. Extended loan periods do not apply to new materials or interlibrary loan items. Renewals are done upon request in person, online, or by phone, so long as the material has not been reserved for another patron. These items may not be renewed if they are overdue or have been reserved for another patron. Exceptions: Reference books are not normally loaned, but may be loaned overnight at the discretion of Library staff. Newspapers and current issues of magazines are not loaned. Items that are considered long overdue (Six weeks or more from due date) may not be renewed.

To encourage prompt return of library materials, patrons shall be limited to 10 video checkouts at a time and 70 total checkouts at a time.

C. Overdue fines:

To encourage the prompt return of materials, overdue fines are \$.20 per day on each item except no fine will be charged if the material is returned within a seven day grace period following the due date. Overdue fines for equipment are \$5.00 per day on each item. The grace period does not apply to loans of equipment or overnight loans. Borrowers are obligated to return loan materials whether or not they have received notices; the notices are a courtesy that is rendered to late borrowers. After following overdue procedures the library reserves the right to contact a collection agency in regard to overdue materials. When items become overdue, a maximum of \$15.00 will be charged. If fines are not paid when assessed, the record is maintained in the borrower file and the borrower is expected to pay the fine at a later date. No fine for a returned overdue item shall exceed its original cost to the library although processing fees may be assessed. Fines on items valued at or under \$15.00 will accrue up to the cost of the material. These fines may be modified or waived at staff discretion. If an item has been lost or damaged beyond repair, the borrower will be billed the list price of that item, instead of an overdue fine. If an item is found and returned after payment, no refund will be issued. Collection agency fees will not be waived.

Amended December 9, 2008, January 8, 2013

D. Suspension of privileges:

Borrowing privileges are suspended in the case of a cardholder who has failed to return one or more library items without making restitution; or when overdue fines exceed \$10.00.

Patrons/Households may not open new accounts for other family members if they have excessive fines/overdues of \$15.00 on their accounts at the discretion of Help Desk staff. In addition, patrons with expired cards must pay off old fines/overdues before a new card will be issued.

In cases of excessive/habitual overdues and fines (\$15.00) limits may be placed on the number of items checked out for a patron/household at the discretion of a manager or supervisor.

Amended December 13, 2005, September 11, 2007, January 8, 2013.

E.

**Marshall District Library
Fees and Fines Table**

Non-resident fee for library card: \$100 per year per family
\$50 per year for seniors (60 or older) and US
Military Veterans

Overdue fine: \$.20 per item per day after seven-day grace period
\$5.00 per item per day for loan of equipment
\$15.00 maximum fine
Fine not to exceed cost of original purchase of material

Meeting room: \$50.00 for-profit business, \$25.00 non-profit groups, unless modified by
Director

Program room: \$30.00 for-profit business, \$15.00 non-profit groups, unless modified by
Director

Conference room: \$20.00 for-profit business, \$10.00 non-profit groups, unless modified
by Director

Photocopies: ~~\$.10 each black and white.~~ Black and white copies are \$.10 each. Color
copies are \$.25 each.

Scanner copies: \$.25 each

Public computer printing: Black and white copies are \$.10 each. Color copies are \$.25
each.

Library card replacement: \$1.00

Video/Audio case replacement: \$1.00

Extended Interlibrary Loan Search: \$5.00

Collection Agency Fee: \$10.00

Updated May 3, 2004; amended August 8, 2006, September 11, 2007, June 30, 2011,
November 8, 2011, January 8, 2013, December 8, 2016.

F. Privacy and Confidentiality

The Marshall District Library's privacy and confidentiality policies are in compliance
with applicable federal, state and local laws. In all cases we avoid creating and retaining
unnecessary records. Only those records required to fulfill the library's mission are
maintained and we design our procedures to prevent public view of personal information.

The library will not share personal information with any third party except as required by law. Information that the library may gather and retain about current and valid library users includes the following:

- User registration information
- Circulation Information, including specific materials on loan with outstanding overdue/lost fines
- Electronic access information

Users who wish to receive borrowing privileges must provide some personal information to establish a library account and to obtain a library card. When visiting the Marshall District Library website, a user may choose to provide name, email address, library card barcode, phone number, or home address so that staff members may respond to any request for assistance.

Questions regarding the Marshall District Library's privacy policies should be directed to the Library Director who will respond in a timely manner.

The Library Board of Trustees authorizes only the Library Director or Assistant Director to receive or comply with requests from law enforcement officials. Library records will only be made available upon receipt of a valid subpoena, warrant, court order, or other investigatory document issued by a court of competent jurisdiction that shows good cause and is in proper form. All library staff members have been trained to refer any law enforcement inquiries to library administrators.

Adopted November 14, 2006.

Adopted December 13, 2005; amended December 13, 2005, August 8, 2006, November 14, 2006, September 11, 2007, June 24, 2008, June 28, 2011; January 8, 2013; June 27, 2016; February 11, 2020.