

## **BRIDGMAN PUBLIC LIBRARY CIRCULATION POLICIES**

**Adopted by the Bridgman Public Library Joint Board of Directors  
(hereafter referred to as The Board)**

### **LIBRARY CARD POLICY**

**A Library Card is required to borrow materials from the Bridgman Public Library (BPL).**

**BPL** lends materials and provides access to-electronic services and Inter-Library Loan to any resident, property owner or business owner in the City of Bridgman, Lake Charter Township or Chikaming Township. Patrons who present a current, valid BPL Nonresident Guest Card may be eligible to borrow library materials (not including electronic services or Inter-Library Loan) free of charge. Current School of Choice students may receive a BPL card to borrow materials (not including electronic services or Inter-Library Loan) from BPL. Purchase of a Nonresident Paid Library Card will allow the patron to borrow materials from BPL and provide access to electronic services and Inter-Library Loan.

### **CONFIDENTIALITY**

It is the policy of the Bridgman Public Library to preserve the confidentiality and privacy of the registration records of its borrowers to the fullest extent permitted by law. To that end, the registration and circulation records of the Library shall be released or disclosed only as provided herein.

Michigan Privacy Act (Act. No. 455, P.A. 1982, being MCLA SS397.601 to 397.605)

Michigan Freedom of Information Act (Act. No. 442, P.A. 1976, as amended, being MCLA SS15.2313 to 15.246.

1. Patron registration and circulation records are considered private as stated in Michigan law.
2. Information on patron records will not be divulged without a court order.
3. Requests for access to patron records will be referred to the Library Director.
4. According to the Michigan Statutes, a parent or legal guardian of a minor or person adjudged mentally incompetent may be granted access to the library record of that person.
  - a. Upon request of a minor, access may be denied to the parent or legal guardian as per the Statute.
  - b. The request by a minor to deny access will be referred to the Library Director for resolution.
5. Information about the library record of organizational or institutional cardholders will be released only to authorized employees of the organization or institution. The organization or institution will deem who is an authorized employee.
6. When contacting patrons by telephone or mail, staff will make every effort to ensure that any message will not contain data that is considered to be private or confidential, i.e. fines, titles of items, etc.
7. Any questions or problems regarding confidentiality of patron records will be referred to the Library Director for resolution.
8. The Library Director is authorized to revise the procedural sections of this policy, as well as act as the responsible authority in determining the applicability of any provisions of this document.
9. Changes in the fines and fees, as well as policy-level issues addressed herein are subject to the approval of The Board.

### **RESIDENT LIBRARY CARD**

1. A resident library card is for residents, property owners or business owners in the City of Bridgman, Lake Charter Township, or Chikaming Township. Because Chikaming Township is served by three libraries, patrons residing there must select BPL as their "home" library in order to receive a resident card.
2. A resident library card will allow the user to borrow library materials and use electronic services and Interlibrary-Loan.

3. Library cards are issued to one person only. They are not transferable. A library card includes a standard card plus a keytag.
4. Eligible applicants age 5 years and older may apply for a library card by completing a library card application. Current, valid identification (driver's license or state i.d.) must be presented. In the case of a minor, current, valid identification of the parent or legal guardian is required. A current address must be verified by identification or a document with the current address, i.e. utility bill, bank check, mail (no junk mail).
5. Part-time residents will be issued a library card upon proof of identification and property ownership in the City of Bridgman or Lake Charter Township. A permanent address and telephone number must also be furnished.
6. A minor child (under the age of 18) of a resident may be issued a library card when accompanied by a parent or legal guardian who authorizes the issuance of a library card and signs for the minor. A parent or legal guardian who signs for a minor's card must possess his/her own library card and be in good standing (fines less than \$5.00 and no current over-due items). **ALL minor child library records will be linked to the parent/guardian account.**
7. Determination and acceptance of any particular form of ID is the prerogative of the Library.
8. The person to whom the card is being issued must be present when applying for a library card.
9. It is the responsibility of the library card holder to notify the BPL of any name, address or telephone number change. A current address and telephone number must be kept on file at all times.
10. It is the responsibility of the library card holder to notify BPL in the case of a missing or stolen library card. Failure to notify BPL of a missing or stolen library card will result in patron responsibility for any items checked out using their card.
11. Failure to comply with any of these steps may result in suspension of use of the BPL.

### **NONRESIDENT GUEST LIBRARY CARD**

1. Nonresidents who live outside the service area of the City of Bridgman, Lake Charter Township, or Chikaming Township and who have a current card from a library that BPL has a reciprocal borrowing agreement with may apply to receive a Bridgman Library-guest card, which will be issued by applying a barcode to the patron's home library card.
2. Nonresident Guest patrons are eligible to borrow library materials (not including electronic services or Inter-Library Loan) free of charge.
3. Guest cards are issued to one person only. They are not transferable.
4. In addition to their home library card, applicants must present proof of identification (current, valid driver's license or state i.d.) at the time of application.
5. A minor child (under the age of 18) of a nonresident may be issued a barcode when accompanied by a parent or —legal guardian who authorizes the issuance and signs for the minor. The parent or legal guardian must be in good standing (fines less than \$5.00 and no current over-due items) with his/her own BPL card.
6. Determination and acceptance of any particular form of identification is the prerogative of the Library.
7. The person to whom the barcode is being issued must be present when applying.
8. It is the responsibility of the library card holder to notify the Library of any name, address or telephone number changes. A current address and telephone number must be kept on file at all times.
9. It is the responsibility of the library card holder to notify BPL in the case of a missing or stolen library card. Failure to notify BPL of a missing or stolen library card will result in patron responsibility for any items checked out using the card.
10. Failure to comply with any of these steps may result in suspension of use of the BPL.

### **INSTITUTION / ORGANIZATION LIBRARY CARD**

1. An institution or organization within the City of Bridgman, Lake Charter Township or Chikaming Township may apply for a library card to be used by authorized staff or members. The institution must send a request for a library card on letterhead stationery stating that the institution will be responsible for all fines and fees that accumulate on the library card. There must be an individual named that the Library may contact regarding usage of the card.

2. An institution / organization library card will allow the borrowing of all BPL materials and use of electronic services and Inter-Library Loan.
3. All policies and procedures of the Circulation Policy of BPL apply to institutions and individual library patrons alike.

### **NONRESIDENT PAID LIBRARY CARD**

1. A nonresident paid library card may be issued to anyone living outside the BPL service area of the City of Bridgman, Lake Charter Township or Chikaming Township.
2. Purchase of a Nonresident Paid Library Card will allow the patron to borrow materials from BPL and provide access to electronic services and Inter-Library Loan.
3. An annual fee of \$100 will be required to maintain a paid library card with BPL. The annual renewal must be paid on or before the original date of issue for the next year. Patrons will be reminded when they use their library card within 90 days of expiration. A notice to renew will also be sent 30 days prior to expiration. There are no refunds after a card has been purchased.
4. Eligible applicants must be 18 years of age or older.
5. A completed library card application must be submitted with a current, valid identification (driver's license or state i.d.).
6. The person to whom the library card is being issued must be present when applying.
7. It is the responsibility of the library card holder to notify BPL of any change of personal information, including: name, address, phone, email.
8. It is the responsibility of the library card holder to notify BPL in the case of a missing or stolen library card. Failure to notify BPL of a missing or stolen library card will result in patron responsibility for any items checked out using their card.
9. Failure to comply with any of these steps may result in suspension of use of the BPL.
10. All procedures and guidelines of the BPL Circulation Policies are applicable and must be followed.

### **SCHOOL OF CHOICE LIBRARY CARD**

1. A School Of Choice library card may be issued to any student currently attending Bridgman Public Schools.
2. A School of Choice library card will allow students to only borrow books, periodicals, audiobooks and movies and is **valid only at Bridgman Public Library**. electronic services and Inter-Library Loan are not available for school of choice library card holders.
3. This library card is valid for one year from issue.
4. A minor child (under the age of 18) must be accompanied by a parent or legal guardian who authorizes the issuance of a library card and signs for the minor.
5. Fines exceeding \$5.00 will result in the temporary suspension of the school of choice library card. Excessive fines and/or fees may result in the permanent suspension of the school of choice library card.
6. It is the responsibility of the library card holder to notify the Library of any name, address or telephone number changes. A current address and telephone number must be kept on file at all times. Failure to comply with any of these steps may result in suspension of use of the BPL.

### **RECIPROCAL BORROWING**

The Library is a member of the Red Arrow Shared Catalog with Maud Preston Palenske Memorial Library (St. Joseph) and Lincoln Township Public Library. BPL may enter into reciprocal borrowing agreements with other libraries. BPL patrons who hold a resident type card may visit these libraries as a guest and be subject to the policies set by these libraries. BPL patrons who fail to abide by the circulation policies set by other libraries may lose borrowing privileges at BPL. Patrons of other libraries who visit BPL may apply for a Nonresident Guest Card.

### **GUIDELINES**

1. Library cards are valid for two years, *with the exception of the School of Choice Library Card*. Every two years BPL staff will verify all information to keep a library card valid. It is important for library patrons to notify the Library immediately of any changes to their *personal information, including*: name, address, telephone number or e-mail address to keep their privileges valid.
2. All fines and/or fees must be paid on time to keep the library card valid. Unpaid fines or fees over \$5.00 will result in the patron library account being suspended.
3. The patron is responsible for all library materials checked out on his/her card and for charges incurred for lost or damaged materials.
4. Replacement cost for a lost or damaged Library card will be \$1.00.
5. The Library may revoke a library card if the patron: misuses the card, knowingly and deliberately fails to return Library materials or if incorrect application information was supplied by the patron.

### **LOAN PERIODS**

Material	Loan Period	Renewals	Number of Items per Checkout
Books, Audio Books Puzzles, Kits, Games	14 days	1	30
Periodicals	7 days	0	10
Movies	7 days	1	6 per family
Hotspot	14 days	0	n/a
Kindle	14 days	1	n/a
Laptop	1 hour	1	n/a
Launchpad	14 days	0	n/a

1. Library materials have a date due label applied to the back cover of each item. Each item is stamped according to the type of item (book, audio book, movie, etc.). Return of each item by this due date will avoid over-due fines.  
***EXCEPTION: The Kindle due date will be stamped on the Kindle Use Policy form.***
2. A limit may be imposed on patrons who abuse their library privileges, such as excessive over-due fines or items, excessive damage to library materials, or any reason deemed reasonable by the Library Director.
3. A patron may request an extended checkout for any materials not on reserve or on the NEW book shelf.

### **LIMITS ON CHECK-OUTS**

1. There are limits on the number of materials that may be checked out at one time. (See Loan Periods chart)

### **RETURN OF LIBRARY MATERIALS**

1. Materials may be returned to the Library using several methods: materials may be brought to the circulation desk for check-in; a walk-up drop box is located to the right of the front main entrance doors; and a drive-updrop box is located on the south side of the library building, and accessed by the drive-through to the right of the main entrance.  
***EXCEPTION: Kindles and Hotspots MUST be returned inside the Library. It MAY NOT be returned in a dropbox. See Kindle Use Policy. Laptops do not circulate outside the building. See Laptop Use Policy.***
2. Materials returned to the outdoor drop boxes after library closing time will not be checked in until the following business day and may result in over-due fines.
3. Patrons are responsible for all materials until they are checked in.

### **RENEWALS**

1. Books, audio books, kits, puzzles, games, movies, laptops, and **Kindles** borrowed from the Library may be renewed one (1) time.
2. Periodicals may not be renewed due to the currency of each issue.
3. Any item that is on reserve (hold) for another person may not be renewed. (See also Loan Periods).
4. Materials may be renewed in person, by calling the Library (269-465-3663), or by using the Library website to log into their account ([www.bridgmanlibrary.org](http://www.bridgmanlibrary.org)).
5. Fines will be charged for over-due items that are renewed. Fines may be paid at the time of the renewal or charged to the patron's account if renewal is by phone. **Fines exceeding \$5.00 will result in non-renewal of Library materials.**

**RESERVES**

1. A patron record must be in good standing (fines less than \$5.00 and no current over-due items) before a reserve may be placed.
2. Reserves may be placed on any circulating material(s) owned by the Library. A reserve may be placed in person, by calling the Library (269-465-3663) or by accessing their account on-line ([www.bridgmanlibrary.org](http://www.bridgmanlibrary.org)).
3. In the event a patron selects an item from the shelf that another patron has put a hold on, the patron who has the item in hand be first to check the item out.
4. Patrons will be called or e-mailed as their requests become available.
5. Materials will be held for 3 days after the patron is notified. EXCEPTION Hotspots will be held for 1 day.
6. Patrons may reserve up to 10 items at one time.
7. The Library offers adult patrons the opportunity to automatically place a reserve on future releases. This "Standing Order List" is available at the front desk.

**OVER-DUE MATERIALS**

1. Library materials are due on or before the date stamped on the back cover of each item.
2. Books, periodicals, audio books, kits, games and puzzles have one-day grace before fines are assessed. Thus, if an item is returned the day after the date stamped on the item, no fines will be assessed (see Fine Schedule chart).
3. **KINDLES, LAPTOPS, LAUCHPADS, and HOTSPOTS DO NOT have a grace period** (see Fine Schedule chart).
4. Over-due fines are assessed once materials are returned and fines are assessed only on days the Library is scheduled to be open.
5. Materials returned on the due date in the outside drop box, but after the library has closed, are considered returned the following day and may incur over-due fines. Materials returned by mail or by Inter-Library Loan delivery will be considered returned on the date they arrive at BPL.
6. Borrowing privileges are suspended if a patron has \$5.00 or more in assessed fines or fees.
7. Patrons will be reminded of over-due materials on each visit.
8. Library staff will make every attempt to notify patrons of over-due materials. However, it is the responsibility of each patron to return all library materials on time.

**FINE SCHEDULE**

MATERIAL	DAILY FINE PER ITEM	MAXIMUM FINE PER ITEM	GRACE PERIOD
Books, Audio Books, Puzzles, Kits, Games, Periodicals, Movies	\$ .10	\$12.00	One (1) day
Kindle	\$5.00	<i>Not applicable</i>	<i>No grace period</i>
Laptop	\$5.00 hourly	<i>Not applicable</i>	<i>No grace period</i>
Launchpad	\$2.00	<i>Not applicable</i>	<i>No grace period</i>
Hotspot	\$5.00	<i>Not applicable</i>	<i>No grace period</i>

### **LOST AND DAMAGED MATERIALS**

1. Patrons will be responsible for all materials checked out on their library card. Patrons will be required to pay for lost items or items permanently damaged (to be determined by the Library).
2. An item will be deemed lost if patron reports item(s) lost or item(s) are overdue by one (1) year. See Fine Schedule.
3. Patrons will be charged the current suggested list cost of any item plus a \$5.00 processing/re-cataloging fee.
4. In the case of sets with multiple parts where the whole set must be replaced, patrons will be charged the cost for the whole set plus a \$5.00 processing/re-cataloging fee.
5. The replacement fee for lost or permanently damaged periodicals is \$5.00 per issue.
6. No refunds will be given for lost items returned after payment is made.
7. To ensure the integrity of the Library collection, the Library will not accept replacement items purchased by patrons.
8. Patrons who repeatedly lose or return damaged library materials may have their library cards revoked.

### **INTER-LIBRARY LOAN**

1. The purpose of Inter-Library Loan is to obtain library materials not available at BPL, and to loan BPL materials to other library patrons in Michigan.
2. Inter-Library Loan (ILL) is offered to all registered borrowers who are residents of the City of Bridgman, Lake Charter Township, or Chikaming Township and are in good standing (fines less than \$5.00 and no current over-due items). Patrons from other libraries should request this service from their home library.
3. Patrons may request items by coming to or calling the Library. An Inter-Library Loan request form must be submitted with the following information: material type (book, DVD...), title of item, author of item, and any other information to help us locate the item. Patron name, patron BPL barcode number and contact information are also required. A request form may be picked up at the front desk of BPL.
4. Patrons may place their own request online through MeLCat by accessing [www.MeL.org](http://www.MeL.org) and clicking on MeLCat. MeLCat is a statewide database of materials owned by libraries within the State of Michigan and administered by the State of Michigan through the Library of Michigan.
5. Once the request is placed, it may take two to three weeks to receive an item. The item(s) will be sent to BPL. A confirming e-mail will be sent to the patron when their request is accepted and another e-mail when delivered to BPL. The item(s) may then be picked up at the front desk of BPL. If a patron does not have an e-mail account the confirming e-mail will be sent to BPL and the patron will be called.
6. There is no fee for placing an Inter-Library Loan request. There is a **limit of thirty (30) items** requested at any time.
7. Materials borrowed through MeLCat must be returned to BPL by the date indicated on the Due Date Band or Label. **MeLCat ILL policy does not allow renewal of overdue items.** The Due Date Band or Label **may not** be removed from the item. Due dates are established by the Lending Library. A renewal may be requested on or before the due date either by contacting the BPL or on-line at MeLCat. This may or may not be approved by the Lending Library. If the renewal is approved the due date is extended by ten (10) days. The patron assumes all responsibility for any over-due fees, replacement fees for lost items and fees for repair of damaged items. If a patron abuses his/her Inter-Library Loan privileges, including deliberately not returning borrowed materials, that patron may be restricted and/or banned from future Inter-Library Loan usage.