

Fruitport District Library Circulation Policy

PATRONS

All individuals who enter the Library are welcome, and will receive the best efforts in customer service.

- **Residents** – Residents include individuals who live in Fruitport Township or the Village of Fruitport.
- **Shared ILS** – Shared ILS residents include all individuals who live within the service area of another member of the Lakeland Library Cooperative.
- **KDL/GRPL Away from Home** – KDL/GRPL Away from Home residents include all individuals who live within the service areas of Kent District Library or Grand Rapids Public Library.
- **Non-Residents** – Non-residents include individuals who do not live within the service area of any member of the Lakeland Library Cooperative.

LIBRARY CARDS AND ACCOUNTS

Individuals of any age currently residing in Fruitport Township and the Village of Fruitport may receive a Fruitport District Library (FDL) card. Individuals serviced by other Lakeland Library Cooperative (LLC) member libraries, Kent District Library (KDL), and Grand Rapids Public Library (GRPL) are welcome to use their library cards here. Residents of Fruitport are eligible for a library card when they provide proof of residency. Individuals who live in the FDL service area, and have an old Muskegon Area District Library (MADL) Fruitport Branch account are eligible for a new FDL card. Acceptable proofs of residency include:

- Current Identification Card or Driver's License with current Michigan address, or a Resident Alien Card with current Michigan address

If a patron cannot provide the above identification at registration, he or she may provide a valid and current photographic identification (passport, out-of-state identification card, student identification card, military identification card) **and** one of the following:

- Voter registration card
- Hospitalization, insurance card or automobile registration
- Printed check
- Recent local property tax bill
- Recent bill integral to residential living (i.e. gas, water, electric, cable, etc.)

Juvenile Cards

Eligible residents under 18 years of age may receive a Library card. Any minor receiving a card **must** have his or her legal guardian present to co-sign the registration form. The legal guardian agrees to final financial and supervisory responsibility for the card's use. The co-signing legal guardian's own library account must be current and in good-

standing (without fines). If the co-signing legal guardian does not have a library account, a note must be placed on the juvenile's account indicating as such.

Foreign exchange students whose host family is within the FDL service area are eligible for a FDL card, and are considered legal dependents, regardless of age. They have the same privileges as non-resident patrons. Adult hosts, acting as legal guardians, **must** have a library account **and** agree to co-sign the account and assume full and final financial and supervisory responsibility for the card's use.

Non-Residents

- **Grand Rapids Public Library and Kent District Library** – Patrons whose home library is either Kent District Library or Grand Rapids Public Library may use their cards at FDL.
- **MeL Visiting Patron** – Any individual with a valid Michigan library card from a library that participates in the MeL Visiting Patron program may use his or her card at FDL to check out books only, as per MeL rules.
- **Non-Resident** – Any individual who does not have a library card from a LLC library, GRPL, or KDL, may purchase a Non-Resident card for an annual fee of \$75. The patron has borrowing privileges with FDL only. The patron does not have borrowing privileges with any other library, and, therefore, may not place holds on non-FDL materials, including MeLCat items.

Temporary Cards

FDL will issue a temporary library card to individuals who do not live in the FDL service area. The following are conditions for obtaining a temporary card:

- The card shall be valid for a non-extendable period of 60 days, during which time the patron should obtain a permanent card from his or her home library. The temporary library card shall be considered invalid after the 60-day period, or after the issued patron obtains a permanent library card, whichever occurs first.
- The requesting patron may have only one temporary library card amongst the libraries of the Lakeland Library Cooperative. If the requesting patron already holds a temporary library card, a second shall not be issued.
- Patrons with a temporary library card issued by FDL may not place holds on any items, shall not have access to interlibrary loan delivery features, and shall not have access to digital resources (i.e. Hoopla, Overdrive, etc.).
- Patrons with a temporary library card issued by FDL will be restricted to a maximum of five items at one time.

Accessing Patron Accounts

Patron records, including **all** information on patron accounts, are protected by the Library Privacy Act. Each patron has sole control and responsibility over the access to, use of and information on his or her account. Therefore, a library card **must** be presented at the

circulation desk in order to access a patron account. Any person who presents a library card is presumed to have permission to access the account. The account holder is, therefore, responsible for knowing his or her library card's location, and who is using it; the Library is not liable for any fraudulent or unauthorized use of any library card.

Patrons may, in lieu of his or her library card, present his or her current valid picture identification card **up to** three times per year from the date of the first presentation. Each instance will be noted on the patron's account as a message. No individual may access another person's library account by presenting the account holder's picture identification card.

Only legal guardians listed on a juvenile record may access the account without a library card for **informational purposes only**. Said legal guardian(s) must present his or her current valid picture identification card. He or she may not check out any items under the juvenile account without the dependent's library card present.

Lost Cards

Patrons may replace a lost, stolen, or damaged library card for a fee of \$3 for a juvenile account, and \$5 for an adult account. Each patron is responsible for **promptly** notifying the Library **and** replacing a lost or stolen card, and will assume responsibility for items checked out with his or her card between the time the card is lost or stolen and the Library is notified. Staff members will block the account, and insert a message noting that the card is lost and identification must be presented upon access with the stolen or lost library card. **No** patron may check out items with the card and under the respective account until the library card is replaced. The patron must present his or her current and valid picture identification card when his or her library card is replaced.

CIRCULATING ITEMS

The FDL circulates a variety of materials through different mediums. The following items are available:

- Books
- Audio Books
- Movies
- Television Shows
- Magazines
- e-Books
- e-Audio Books

Item	Loan Period	Renewals	Fine
Books	21 Days	2 Renewals	\$.15 per day
Audio Books	21 Days	2 Renewals	\$.15 per day
DVD's/Blu-Rays	7 Days	2 Renewals	\$.15 per day

Magazines	7 Days	2 Renewals	\$.15 per day
e-Books	Service dependent	---	---
e-Audio Books	Service dependent	---	---

- **Maximum Items** – Patrons may check out a maximum of 100 books or audio books, and a maximum of 15 DVD or Blu-ray movies or shows. This limit is set by the Sierra system.
- **New Materials** – New materials are items that have been released within the previous 12 months and have been entered into the collection within the past six months. Any patron who enters the building may check out a new material. Only FDL patrons may place a hold on a new item. They are not sent out into delivery, but they may be returned to any LLC-participating library.
- **Equipment** – FDL offers limited in-house equipment use.
 - Headphones – For \$.30, patrons may use headphones with a 2.5 mm jack. A pair disposable earphone covers are provided at check out. The \$.30 charge covers the cost of the covers.
 - USB Flash Drive – Patrons may use a 16 GB USB flash drive for use with all computers.
 - Magnifiers – Patrons may use a magnifying sheet to help in viewing materials.

Circulating items may be returned to the front desk or via the outside drop boxes. Items left in a drop box overnight will be backdated to the previous operating day upon check in.

Patrons may renew items online, over the phone, or in the Library. Either the item in question or the patron’s library card must be present if an item is renewed in the Library. If a patron renews an item over the phone by accessing his or her account, the staff member must verify the patron’s birth date and home address in order to verify the library account. Items may be renewed over the phone and in the Library without accessing the borrower’s account, but the item must be present.

Overdrive

FDL patrons have access to Overdrive, the platform that allows access to electronic materials. Patrons have access to materials for up to 14 days.

Convenient Return

Patrons may return FDL materials to any LLC-participating library, and visa versa. This allowance includes:

- Books
- Audio Books
- Music and visual disc media
- Materials borrowed through the MeL Cat system

Patrons may return KDL and GRPL materials borrowed outside of the MeL Cat system via Convenient Return; however, FDL staff members are unable to clear the borrowed materials via ILS. Patrons assume all responsibility for overdue, damaged, and lost material fines.

Interlibrary Loan

FDL participates in a number of interlibrary loan (ILL) programs; and FDL patrons have access to these programs.

- **Lakeland Library Cooperative** – As part of the Lakeland Library Cooperative, FDL patrons may use their cards at all participating libraries in Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, Newaygo, and Ottawa Counties. FDL patrons may also use their cards at KDL and GRPL branches. Patrons may also have items from participating LLC libraries delivered to FDL for pick-up.
- **Michigan e-Library Catalog (Midwest Collaborative for Library Services)** – FDL patrons may request items for delivery to the Library from any participating MeL Cat-participating library in Michigan.

DAMAGED AND LOST MATERIALS

FDL staff members will immediately assess all returned materials for damage. In the event a patron returns an item damaged, the staff member who receives the item will assess the damage and determine whether the patron will receive a fine. If a patron returns a FDL item in a condition that makes it unfit for further circulation, the assessing staff member will bill the patron for the replacement of the item. Any damaged returned item that belongs to another LLC library will be noted, not checked in, and returned to the owning library. The owning library will assess the damaged item.

A patron may personally provide a replacement in lieu of the cost of any FDL item. When the bill is paid or the patron provides a replacement, the damaged item will then belong to the patron.

DELINQUENCY

Patrons are personally responsible for returning all materials on time. If any individual patron's total fines amount to \$10 or more, that patron may not check out any more items; he or she must pay the fines so that the total fines are under \$10. The FDL will send overdue notices to patrons by postal mail. The Sierra system sends email notices if the patron has registered his or her email address.

If a patron fails to return an overdue item, he or she will be automatically billed by the integrated library system for replacement of the item. He or she may return the item to have the replacement charge expunged from his or her record, and will be charged by the integrated library system, instead, the maximum late fine.

Fines on Juvenile Accounts

As co-signers, legal guardians agree to assume full and final financial and supervisory responsibility for overdue, lost, or damaged items checked out with FDL cards underwritten in the name of their respective legal minors.

Old-Fashioned Days

Old-Fashioned Days is a Fruitport community festival that takes place Wednesday through Monday of Memorial Day Weekend. In the past, the drop box would be filled with trash from festival attendants. It will be closed and locked Wednesday afternoon through Monday during the festival to prevent damage to Library materials. For the convenience of Library patrons, all FDL materials due during that weekend will be treated as returned on-time when they are returned to the Fruitport District Library the Tuesday through Monday following the holiday weekend. Non-FDL items due during the festival will be return-back dated to Wednesday of the festival. Fines on non-FDL materials will remain unchanged, as per LLC policy.

AUXILARY SERVICES

In addition to providing services listed above, FDL also provides the following services:

Service	Price	
Printing/Copying (per page)	\$.10 Black/White	\$.25 Color
Faxing (per page, send or receive)	\$.25	
Office Supplies	Varies	

REVIEW

This policy will be reviewed annually.