

## **Circulation Policy**

### **A. Registration**

All borrowers must be registered and must have a valid St. Ignace Public Library card.

Registering for a library card is done in person. Applicants must supply photo identification and proof of current address. A driver's license or student ID is preferred, however, any other official ID or recent non-personal piece of mail may be acceptable. Applicants under 13 years of age must have a parent or guardian give their consent before a new card can be issued. Materials cannot be checked out until a library card is issued.

Cardholders are responsible for the safekeeping and use of their card, including all items and fines charged to their account, unless the card has been reported lost or stolen. Lost cards should be reported to the Library immediately to avoid unnecessary charges, and may be replaced for a fee of \$1. All lost cards will be marked inactive until replaced. Borrowing privileges from any patron providing the Library with false registration information will be revoked.

All library cards expire after 1 year. In order to renew a library card, patrons will notify staff of any contact information changes that need to be made.

### **B. Lost or forgotten cards**

If a patron loses their library card, they should notify the library as soon as possible and request a replacement.

All patrons, adult and juvenile, are expected to bring their library cards with them to check out items, however library staff can access cards for patrons able to provide identification.

### **C. Loan periods**

1. 2 weeks for new books and audiobooks, 3 weeks for books.
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
3. Periodicals may be checked out for 1 week.
4. Audiobooks may be checked out for 2 weeks.
5. Interlibrary loans are due the date indicated by the lending library.
6. Books may be renewed if there is not a waiting list for the title.
7. 5 days for DVDs

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

There is no limit on the number of items a patron can borrow at one time.

#### D. Reserves

Reserves may be placed by patrons either in person, online, or over the phone. Patrons will be notified by email or telephone when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

#### E. Fines and charges

The St. Ignace Public Library no longer charges overdue fines. Patron accounts will be given an alert to resolve before checking out additional materials after there are two overdue items on the account.

There are no fines for overdue materials. A first notice is sent via the patron's preferred media after the material is due. If the material is not returned within a designated period, a bill will be added to the account for the cost of replacement of the material and a service charge of \$5 for processing and cataloging. Patrons who have received an overdue notice shall be denied borrowing privileges until those overdue materials are renewed, returned or paid for if lost and/or damaged.

#### F. Damaged materials

In the event that library materials are lost or damaged by patrons a fee will be charged to repair or replace the items, along with a \$5 processing fee. The cost to patrons for lost materials is the amount that appears in the St. Ignace Public Library bibliographic record for those items.

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