

Lyon Township Public Library

Subject: Circulation Policy
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Amended: July 14, 2009; January 26, 2010, January 31, 2012, August 27, 2013, September 25, 2018, May 28, 2019

Section I –Terms of Eligibility for a Library Card

1. All residents of Lyon Township are eligible for a card at no charge. Service will not be denied or abridged because of religious, racial, social, economic, or political status.
2. Other individuals eligible for a card at no charge are:
 - a. Residents residing in an area served by The Library Network that are not a part of the Shared System that own a library card from their home library.
 - b. Persons living outside the area served by The Library Network, but owning property or a business within Lyon Township.
 - c. Persons living outside the area served by The Library Network, but employed by a business or organization within Lyon Township.
3. Patrons must fill out and sign an application form in person at the library and present proper identification to register for a new library card. Patrons who are unable to come into the library should contact the library for assistance with obtaining a library card.
4. Residents applying for a library card must present a valid Michigan Driver's License or a State of Michigan ID card with a Lyon Township address. Patrons who sign the application form agree to abide by the present and future rules and policies of the Lyon Township Public Library.
5. Cards for minor children under the age of 18 will require the driver's license **or** State of Michigan ID card of the child's parent or legal guardian as proof of residency. Guardians must present a current letter of authority or order appointing them as guardian for the minor child. The parent or guardian must sign the application and will be responsible for all debts incurred and for the return of library materials. Patrons blocked from using their library card and/or who have another minor child under their responsibility who is blocked may not obtain a library card for another minor family member until those accounts are brought back into good standing.
6. Unpaid fines from a previous library card must be paid before a new card is issued.
7. Temporary residents may apply for a temporary library card with proper identification.

Section II –Borrowing Privileges

1. Borrower cards will be valid for three (3) years from date of issue. Patrons must renew their borrowing privileges in person at the circulation desk and show a picture ID with their current address. Patron account must be in good standing at time of renewal. Borrower records are removed from the system six months from the expiration date if not renewed.

2. Minors (under 18 years of age) must have a parent or legal guardian’s signature on file at the Lyon Township Public Library allowing the child to borrow materials. It is the responsibility of parents or guardians of minor children to monitor and approve the selection of materials made by minor children. It is the parents or guardians who may restrict their children from borrowing specific library materials. Parents or guardians who wish their children not to have access to certain materials must accompany, supervise, and advise their children on their choices. Library staff and trustees cannot and do not act *in loco parentis*.
3. Borrowers are required to present their library card or photo identification when borrowing materials. It is the borrower’s responsibility to notify library staff if there are any changes in address, email address, or telephone number or if the card is lost or stolen.
4. All materials checked out to a borrower on that borrower's library card are the responsibility of the borrower. It is the borrower’s responsibility to handle the library’s materials with care and to report lost or damaged books to library staff immediately. It is also the responsibility of the borrower to return materials to the library and to pay all fines due on the account.

Section III -- Circulation of Materials

1. Items returned at Lyon Township Public Library will not incur overdue fines.

Item	Loan Period	Renewals Allowed
Books/Audiobook	21 days	2
New Book	14 days	1
DVD/CD	7 days	2
New DVD/CD	7 days	0
Magazine	7 days	2
Mobile Hotspots	14 days	0
Peripherals In-Library Use Only	2 Hours	1
Interlibrary Loan/MelCat	As per owning library’s policy	1 – MelCat items must be renewed in MelCat and LTPL
Reference Materials	In-Library Use Only	

2. Items may be renewed at the library, by telephone, or online.
3. Items on reserve for other patrons cannot be renewed.
4. Reserves/holds may be placed at the library, by telephone, or online. Patrons will be notified when the item is available for pick-up.

Section IV—Overdue Materials, Replacement Fees, and Fines

1. Library patrons are responsible for returning borrowed materials on or before the due date. Returns may be made either in person or by using the book drop at the entrance of the library.
2. Patrons receive a printed receipt when checking out materials, and can also opt to have a receipt emailed to them. Patrons can also access their accounts 24 hours a day online. Patrons may choose to receive coming due notices via email and text and will typically receive a reminder 3 days prior to the due date. If a patron does not receive a reminder due to system failure, routing of email to spam folders, or an incorrect email address or phone number on the account, the patron is still responsible for returning materials on time.
3. Items may be returned to other libraries in the TLN system but at the risk of the patron. If the item(s) do not arrive back at Lyon Township Public Library the cost of replacement is ultimately the responsibility of the patron.
4. Items returned to libraries not in the TLN Shared System will not be discharged until the item reaches the home library. This might result in fines even if the item was returned before the due date. It is highly recommended to Lyon Township Public Library patrons that items only be returned to TLN member libraries.
5. Disputed fees must be discussed with the library director and the library director is responsible for making a decision regarding the dispute. The patron may appeal the decision of the Library Director to the Library Board by sending a written appeal to the Library Board President within 10 days after the director's decision or brought before the Library Board. A patron fee dispute form is available at the circulation desk.
6. Borrowers will be charged the full price of all lost and damaged library materials. If a damaged item is not paid for upon return the charge will be added to the patron's account. Payment for lost and damaged books from Lyon Township Public Library must be made at Lyon Township Public Library.
7. Payment for lost books is non-refundable even if the book is eventually located by the patron and returned.
8. Library items with multiple pieces such as audio books, DVDs, and books with accompanying materials will not be discharged if all pieces are not present when the item is returned. Failure to return all pieces will result in the patron being charged with the price of replacing the entire set.
9. Items are considered lost when overdue for 21 days. After 35 days, accounts with overdue items that have a total amount of \$25.00 or more will be referred to a collection agency. A \$10 referral fee is added to the patron account upon referral to the collection agency. The referral fee must be paid even if all items are returned. Patrons sent to collections will be blocked from using their card until all fines and fees are paid in full.
10. Patrons with fees of \$15.00 or more will be blocked from further checkouts. Patrons with 25 or more overdue items will be blocked from further checkouts. Patrons are limited to 25 items on hold. The limit on checkouts is 100 per card.

11. Failing to return mobile hotspots on time, not returning them to the Circulation Desk, or not following other lending policies, will result in a 6 month suspension from borrowing hotspots.