

PARCHMENT COMMUNITY LIBRARY

CIRCULATION POLICY

1. **General policy:**

1. Items owned or interloaned by the Parchment Community Library may be checked out only by card-holders in good standing. (See also Membership Policy)
2. A card-holder is no longer in good standing if there is more than \$2.00 in accumulated fines or any overdue items for which statements have been sent.
3. A card-holder is responsible for all material checked out on his card.
4. Newly registered patrons may borrow up to two items the day they apply for their cards, and must then wait for their cards to arrive in the mail to borrow additional items.
5. Juvenile card holders (17 years and younger) may not borrow movies.

2. **Loan periods:**

Books and all items not listed below - 4 weeks

New Books - 2 weeks

Graphic Novels – 2 weeks

Holiday books - 1 week

Movies – 1 week, limit 4 per adult card.

Adult audiobooks - 2 weeks

Compact discs (Music) - 2 weeks

Magazines – 2 weeks

Reference items - do not circulate

3. **Renewals:**

All items may be renewed once with the exception of reserved items.

4. **Movies:**

Movies may be checked out by card-holders in good standing who are 18 years of age or older. A valid picture identification may be requested at the discretion of the staff. Juvenile cards may not be used to check out movies.

PARCHMENT COMMUNITY LIBRARY

CIRCULATION POLICY

5. Reserves:

Library card-holders are welcome to place their names on a reserve list for any items owned by the library. When a reserved item is available, library staff will contact the patron by phone.

If the requester cannot be contacted after two attempts, the item will go to the next person on the list; and the requester will be placed at the end of the list.

After the requester has been contacted, the reserved item will remain on the hold shelf for three days, after which a second phone call will be made. Two days after the second phone call, the requester's name will be taken off the list and the item will go on to the next requester.

Interloan materials are held on the reserve shelf. We will make several efforts to reach the requester by phone. If the item is not picked up by its due date, it is returned to the lending library. If postage costs have been incurred, the requestor is responsible for paying them, whether or not he picked up the item.

6. Overdue items:

General policy: The aim of overdue fines is not to bring in a large amount of revenue, but rather to bring library materials back as soon as possible for use by others. The fines are set at a level which will provide an incentive for users to bring back materials before costly overdue notices are sent.

Fines: The fine for all library materials, excepting movies, is ten cents per library business day. The fine for movies is \$1.00 per library business day. The maximum fine for all library materials is \$5.00 per item.

Grace Period: There is a 7-day grace period for most library materials. There is a 1-day grace period for videocassettes and DVDs. No fine will be assessed if the item is returned within the grace period.

Suspension: Borrowing privileges are suspended if fines in the amount of more than \$2.00 accumulate or if there are overdue items for which statements have been sent.

PARCHMENT COMMUNITY LIBRARY

CIRCULATION POLICY

Bankruptcy: If a court grants a patron's petition for bankruptcy and the judgment document is presented to the Library Director, the library will clear all outstanding fines on the patron's account. If the patron has overdue library items, he remains liable for the replacement cost of those items.

When the patron returns or pays the replacement cost for all overdue materials, the Library Director may elect to change the patron's account to "Restricted Access." The patron may then borrow no more than two items at one time. If at the end of one year the patron's account remains in good standing, the Library Director may elect to return the patron's account to normal status. The Library Director has final authority to grant, change, or deny borrowing privileges for patrons who have been granted bankruptcy.

Overdue Procedure: The following procedures shall be followed when an item is determined to be overdue:

1. The first overdue notice will be mailed when an item is 2 weeks overdue. If the item is not returned, a second overdue notice will be mailed when the item is 4 weeks overdue. [Please see Appendix A: Final Notice]
2. If the item cannot be found, the replacement cost of the item (as stated in the automated catalog), plus a \$5.00 processing fee, must be paid.
3. If the item is not returned (or the replacement cost & processing fee paid) within 14 days of the second notice, the overdue account may be sent to a collection agency.
4. If sent to a collection agency, the overdue account will be assessed an additional \$10 fee.

PARCHMENT COMMUNITY LIBRARY

CIRCULATION POLICY

7. Lost items:

If the item cannot be found, the patron must pay the replacement cost of the item as stated in the automated catalog. A \$5.00 processing fee will also be charged for each lost item.

If the lost and paid item is found and returned in good condition within 6 months, the patron will be refunded the cost of the item less any overdue fine. The \$5.00 processing fee will not be refunded.

8. Damaged items:

Any damage to library materials which occurs during the loan period is the responsibility of the borrower. Damaged items should be reported to the staff member assigned to circulation desk duty at the time of the return.

If the item cannot be repaired satisfactorily, the card-holder will then be charged the replacement cost of the item, plus a \$5.00 processing fee. Borrowing privileges will be suspended until the damage is paid for if it is more than \$2.00.

It is the aim of this procedure to clarify the matter while the card-holder is still in the building. Appeals of such decisions by the card-holder may be made to the Library Director. If the item is found in the book return, an attempt is made to contact the card-holder by telephone and relay the damage charge. If the patron cannot be reached by telephone, a bill for damages is sent by mail.

9. Claims returned:

When a card-holder disputes an overdue notice by claiming the item was never checked out or that it was already returned, the following procedure is followed:

- 1 Six weeks will be allowed for the item to be located. During this time, the card-holder is asked to search for the item. The library staff will check the shelves weekly for the item.
- 2 If, at the end of six weeks the item is not found, the card-holder will be charged the replacement cost of the item plus a \$5.00 processing fee.
- 3 If the item is found in the library, no fine will be assessed.

PARCHMENT COMMUNITY LIBRARY

CIRCULATION POLICY

10. **Interlibrary Loan and Reciprocal Borrowing:**

Any book not owned by the Parchment Community Library may be obtained in one of the following ways:

Interlibrary Loan: Patrons who reside within the Parchment Community Library district may request materials to be loaned via the MelCat Internet database. Patrons may place their own requests or ask library staff to place the requests for them. Reciprocal card holders are not eligible for this service, and must place interloan requests through their home libraries. All interloaned materials must be picked up and returned to the Parchment Community Library.

Reciprocal Borrowing: Library card-holders in good standing may be eligible for a reciprocal borrowing card at the Kalamazoo Public Library, Portage Library, or for a MichiCard good at many libraries throughout the state.

Courtesy Pass: Courtesy Passes are available for area libraries which do not honor MichiCard. Ask the library director for more information.

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