

PARCHMENT COMMUNITY LIBRARY CIRCULATION POLICY

1. **General policy:**

A card-holder is responsible for all materials checked out on their card.

Newly-registered in-district patrons may borrow no more than two items at any one time until their cards arrive in the mail. Newly-registered reciprocal patrons may borrow no more than two items at any one time until their home library confirms their home library card is in good standing.

A card-holder's account is blocked if any items are more than 30 days overdue or there are more than \$5.00 in accumulated charges.

2. **Loan periods:**

All items not listed below - 4 weeks, 2 renewals

New Books - 2 weeks, 1 renewal

Magazines – 2 weeks, 2 renewals

DVDs – 1 week, 1 renewal, limit 8 per card

Binge Box DVD sets – 1 week, 1 renewal, limit 1 per card

J Vox Books – limit 3 per card

Early Learning Packs – 2 weeks, 1 renewal, limit 1 per card

Library of Things

- Games & Puzzles – 2 weeks, 1 renewal, limit 4 per card
- Play Equipment – 1 week, 1 renewal, limit 2 per card

3. **Renewals:**

Items may be renewed by telephone, email, in person, or through the online catalog. Most items may be renewed twice, unless they are on hold for someone else or listed as a 1-renewal item in the Loan Periods list above.

4. **Reserves:**

A reserve may be placed on library materials by telephone, email, in person, or through the online catalog. The patron will be notified when the reserve becomes available and must pick it up within three days.

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5. Overdue items:

- **Fines:** No overdue fines are assessed for most items. However, patrons with items 30 or more days overdue will be blocked from further borrowing until the items are returned in good condition or paid for. See Item 6 “Lost Items” below.

Overdue fines may be assessed for non-standard items.

- **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 charges on the patron’s account. If the patron has overdue library items, they remain 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:

Emailed overdue notices will be sent when an item is 1 and 2 weeks overdue.

A paper overdue notice will be mailed when the item is 3 weeks overdue.

If the item cannot be found, the replacement cost of the item must be paid. (See Item 6 “Lost Items” below)

If the item is not returned (or the replacement cost paid) within 14 days of the third notice, the overdue account may be sent to a collection agency.

If sent to a collection agency, the overdue account will be assessed an additional \$10.00 fee.

Library of Things:

See Appendix 1 below.

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6. Lost items:

In general, an item is considered “Lost” if it is 30 or more days overdue, or if the borrower cannot find it. DVDs and games are considered lost if they are 7 or more days overdue. Play Equipment is considered lost if it is more than 1 day overdue.

The replacement cost of the item will be charged to the borrower’s account. 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.

7. Damaged items:

When a patron returns a damaged item which cannot be repaired, they will be charged the replacement cost of the item.

8. Claims returned:

When a patron disputes an overdue notice by claiming the item was never checked out or that it was already returned, six weeks will be allowed for the item to be located. If at the end of six weeks the item is not found, the patron may be charged the replacement cost of the item. If the item is found in the library, no fine will be assessed.

9. Interlibrary Loan:

Patrons who reside within the Parchment Community Library district may request materials to be loaned via MelCat. Patrons may place their own requests at <http://mel.org/melcat> or ask library staff to place the requests for them. All interloaned materials must be picked up and returned to the Parchment Community Library. The patron will be notified when interlibrary loan items are ready for pick-up. Reciprocal card holders must place interloan requests through their home libraries.

10. Reciprocal Borrowing:

In-district patrons in good standing may obtain a reciprocal borrowing card at the Kalamazoo Library, Otsego Library, Portage Library, or a MiLibrary card from many libraries in Michigan. A list of participating libraries can be found at <http://www.milibrarycard.org/participating.html>.

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Appendix 1: Library of Things – Play Equipment

Guidelines for Borrowing and Use

- Play Equipment Items ('Things') MUST be returned clean and in good condition to the circulation desk inside the library.
- If Things are returned to a book drop or left somewhere inside or outside the library, the patron will be blocked from borrowing Things for 1 month.
- A valid in-district Parchment Community Library card is required to borrow a Thing. Reciprocal cards may not be used.
- Borrowers must be 18 years old or older.
- A valid government-issued ID with photo and current address must be presented at checkout. The address on the ID and in the Library's records must match.
- Borrowers must understand and sign the agreement at the circulation desk in the presence of library staff every time they checkout an item from the Library of Things.

Checkout Limits

- A Thing may be borrowed for 1 week.
- A Thing may be renewed once, unless it has been reserved for another patron.
- Patrons may check out 2 Things at a time. (Things that must be used together but cannot be carried in a single container, such as a soccer ball and pop-up nets, will be considered as 1 Thing.)

Fines and Liability

- If a Thing is more than 1 day overdue, the patron's account will be blocked until the Thing is returned.
- If a Thing is more than 7 days overdue, it is considered lost and the patron will receive a bill to cover the replacement cost.
- If a billed item is returned in good condition the replacement cost will be removed from the patron's record, but the patron will be blocked from borrowing Things for 2 months.
- It is the borrower's responsibility to protect the Thing against loss or damage. The borrower will be billed for the repair or replacement cost associated with damage or loss of the Thing as a result of neglect or abuse. Fees for damage or loss may be incurred up to one week after check in.
- A list or replacement costs of Things is maintained by the Library and is available for viewing upon request.

Care and Operation

- The Thing may only be used and operated in compliance with the Library's policies and manufacturer's guidelines.
- The borrower shall not make any modifications or alterations to the Thing.

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Lending Agreement

- To abide by the Parchment District Library’s lending guidelines as stated above.
- To pay all fines as stated above.
- To pay all replacement costs should the Thing or its components be lost, damaged, or not returned.

In being permitted to borrow the Thing I hereby voluntarily waive, release, and discharge and covenant not to sue the Parchment Community Library, its respective successors, assignees, officers, agents, employees, and volunteer (hereafter referred to as “Releasees”) from any and all claims, actions or demands of any kind, nature and description, including claims or actions for damages for death, personal injury, or property damage and from any and all liabilities, damage, injuries, action or causes of action either at law or in equity, whether caused by any defect in the Thing, negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with my borrowing the Thing.

This is a legally binding Release, Waiver, Discharge and Covenant Not to Sue (collectively, “Release”), made voluntarily by me, the undersigned Releasor, on my own behalf, and on behalf of my heirs, executors, administrators, legal representatives and assigns.

PRINT NAME

SIGNATURE

DATE (MM/DD/YYYY)

A Parchment Community Library representative and I have reviewed contents of the Thing and agree that all parts are present and appear to be in working order at checkout.

Patron please initial here: _____

PCL Staff please initial here: _____

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Revised December 13, 1988
Revised December 11, 1990
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