

Circulation Policy

1. Services

a. Registration

- i. **Adults.** Dorr Township Library employees assist patrons in getting a library card, renewing and updating their library card, and understanding fines/fee/or other notations on their cards.

1. Method 1.

To register, a patron shall present a current, valid Michigan Driver's License, Michigan Identification Card, or Resident Alien Card documenting identity and current street address for LLC Shared ILS libraries. For the purpose of registration, a post office box will not be accepted as a current, local street address.

2. Method 2.

If the patron cannot meet the requirement above, a person must provide TWO specific documents. One is a photographic identification of the kind specified and the other is one of the specified documents used to establish the current street address of THAT person

- a. A credible photographic identification must be used to establish the person's correct, current name. Credible photographic identification means identification issued by an institution that will have made a determined effort to be sure that the person picture and named on the identification is the person they claim to be. In the absence of the three forms of ID noted in Method 1, acceptable photographic documentation of identification includes:

- i. Military ID
- ii. Employment ID
- iii. School ID
- iv. Out-of-state driver's license
- v. Passport

- b. IN ADDITION to a credible photographic identification, the person registering must provide one of the following to corroborate the name and establish the current street address:

- i. Voter registration card
- ii. Recent utility bill
- iii. Hospitalization, insurance card or automobile registration
- iv. Printed check
- v. Recent local property tax bill

3. Method 3.

If the patron is unable to use Method 1 or 2, the Library may use one of the photographic identifications listed in Method 2 to verify identity, AND mail the Library card, return service requested, to the patron to verify the actual local street address. The Library shall limit circulation to its own materials under this provision until the patron presents the valid card at the registering library. The registering library must place a message on the patron's account – including the date that the card was mailed – and upon presentation of the card at the registering library, that library shall remove the message. A block shall be placed on the patron account if the mailed card is returned to the registering library.

ii. Juveniles. Juvenile patrons are defined as under 18 years of age. Juvenile registrations must be co-signed by a parent or guardian.

1. Method 1.

The co-signer must meet the registration requirements listed above for adults. If the co-signer does not reside at the same street address as the patron being registered, the co-signer's street address shall be entered in the alternative address field of the patron record.

2. Method 2.

By local option, the Library may issue a card to a juvenile provided a parent or legal guardian's signature and identification number is obtained. The Library registering a juvenile in this way MUST include this note, "Co-signer's ID not confirmed," with date, library code, and the initials or name of the staff member entering the registration.

3. Parental Responsibilities

Signatures indicate an acceptance of responsibility for the following:

- a. Supervision of the child/ward's choice of material.
- b. Use of all library resources including access to the Internet.
- c. Return of all materials when due.
- d. All losses and damages to materials and equipment borrowed.

4. Children of Parents with Substantial Fines

To prevent parents/guardians from obtaining juvenile cards when their own card is in arrears, the following scenarios and resolutions will be taken when a parent/guardian wishes to register a juvenile:

- a. If Parent/Guardian's card has outstanding bills greater than \$40 and has collection block on card, resolution will be to delay registration for a juvenile card until the Parent/ Guardian's card has been resolved and the block removed.

- b. If Parent/Guardian's card has outstanding bills between \$10 and \$40, resolution will be to ask P/G to make a good faith payment to bring bills below \$10 checkout threshold.
 - i. If payment is made, juvenile card will be issued
 - ii. If partial payment is made, but P/G card greater than \$10, juvenile card will not be issued until P/G card below \$10 checkout threshold.
- c. If Parent/Guardian's card has outstanding bills less than \$10, resolution will be to issue juvenile card at that time.

b. Card Replacement.

Patrons are allowed one replacement card for free each year. Additional replacement cards will be \$1.00 each. Lost or stolen cards must be reported as soon as the loss is noticed. Any fines incurred on that card prior to the report will be the responsibility of the patron to whom the card belongs.

c. Lending Period

- i. Books. Lending period for books is three (3) weeks.
- ii. Periodicals. Lending period for magazines is one (1) week.
- iii. Audiobooks. Lending period for audiobooks is three (3) weeks.
- iv. Videos. Lending period for videos is one (1) week.
- v. Kits. Lending period for children's book/audiobook kits is three (3) weeks.

d. Library of Things.

i. Guidelines for Borrowing and Use

1. Library patrons assume all responsibility when using a Makerspace Kit, Vitality Pack, Boovie Bag, Binge Box, and/or Games-to-Go. The library is not responsible for any accidents involving the Kits.
2. These items can only be checked out from and returned to staff at the circulation desk. They cannot be returned in the book drop. A \$5 fine will be imposed for any kits returned in the book drop.
3. Borrowing is restricted to Lakeland Library Cooperative residents who hold a valid library card issued from their library of residence. These kits may not be placed on hold and may not be sent through transit to another library. They may only be checked out from and returned to Dorr Township Library.
4. A valid library card must be presented every time a patron checks out one of the items. Borrowers may only use their own card.
5. Borrowing ages.
 - a. Makerspace kits: Borrowers must be at least 15 years old. Parents or legal guardians may check out Makerspace Kits for patrons under 15; the adult assumes responsibility for the kit and any liability in using the kit.

- b. Boovie Bags, Binge Boxes, and Games-to-Go: Borrowers may be of any age to check out these items. Parents/Guardians are responsible for reviewing the contents of the items their children might check out.
6. Borrowers must read, understand, and sign the borrowing agreement in the presence of a library staff member.

ii. Circulation Rules

1. Makerspace Kits and Boovie Bags circulate for 3 weeks and can be renewed.
2. Binge Boxes and Games-to-Go circulate for 1 week and can be renewed.
3. Borrowers may not alter software or settings or add or remove anything from the Kit. Some Makerspace Kits will come with additional consumable material such as yarn which need not be returned to the library. Games-to-Go must be returned with all game items listed on the container.

iii. Fines and Liability

1. There are no fines for items returned late. However, if an item exceeds the due date by 30 days, the borrower will be sent a bill for the replacement cost for each “Library of Things” item checked out.
2. The borrower must pay replacement costs for damaged or lost Kits or accessories. Replacement values vary per Kit and may include but are not limited to any of the following: the device, power cord, case, tool set, pouch for circulating and tag, individual tools, instructions, etc.

iv. Proper Care and Use

1. Some Makerspace Kits include electronic devices. As with all electronic devices, patrons are advised to use care when handling. Screens will break if dropped onto hard surfaces and internal mechanisms may be damaged. If damage is detected, you will be charged to replace the unit.
2. Keep kits in the condition you checked them out in. Clean Makerspace tools if needed before returning to the library.
3. Boovie Bags and Binge boxes contain discs that are to be handled with care. Please make sure all materials listed on the containers are returned.
4. Makerspace Kits and Games-to-Go contain multiple pieces/tools. Please make sure all materials listed on the containers are returned and in good condition.

“Library of Things” Lending and Using Agreement

I agree:

- To follow the lending guidelines stated above.
- To pay full replacement costs for Makerspace Kits or accessories, Boovie Bags, Binge Boxes and Games-to-Go that are lost, stolen, or returned damaged.

I have read the entire document and my signature indicates my agreement to abide by the lending policy.

Item to be checked out:

- Makerspace Kit
- Boovie Bag
- Games-to-Go
- Binge Box
- Vitality Pack

Print Name: _____

Signature: _____

Library Card Number: _____

Staff Initials: _____

Date: _____

“Library of Things” Barcode: _____

e. Calculators

i. Guidelines for Borrowing and Use

1. Patrons must be 13 years of age or older
2. Patrons must read, understand, and sign the Calculator Borrowing Agreement at the Circulation Desk in the presence of Dorr Township Library Staff Member each time a calculator is checked out.
3. Patrons must have a Dorr Township Library card and must be in good standing with fines and fees below \$10.
4. Patrons must present a valid photo ID/school ID at the time of checkout.
5. Calculators must be returned at the Circulation Desk. The calculator and cord should be placed within the nylon case.
6. Calculators may be placed on hold by one patron per household.

ii. Circulation Rules

1. Calculators may be checked out for three (3) weeks.
2. If there are no holds, calculators can be renewed up to 2 times.

iii. Fines and Liability

1. The patron is responsible for costs associated with loss or damage of the calculator and/or peripherals.
2. A calculator device that is overdue by 35 days and reaches the billing status will result in the patron being charged the full cost of replacement. If the device is returned, the billing cost will be dropped.
3. Do NOT return calculator in the dropbox OR to another library. Doing so will result in a \$10 charge.
4. Calculators are checked for condition before checking out and before checking in. If damage is detected that occurred while the calculator was in the patron's possession, the patron will be charged to replace the unit.

iv. Proper Care and Use

1. Patrons are advised to use care with electronic items when handling. Dropping onto hard surfaces may result in damage to internal mechanisms.
2. Please keep the calculator away from liquids.
3. Any tampering, modifying, or disassembling of the calculator is a violation of the Borrowing Agreement and is not permitted.
4. The calculators should be kept in a temperature-controlled environment. DO NOT leave them in your car.



Dorr Township Library

Calculator Borrowing Agreement

- Patrons **must** be 13 years of age or older and must read, understand, and sign this agreement at the Circulation Desk in the presence of Dorr Township Library Staff Member each time a calculator is checked out.
- Patrons **must** have a Dorr Township Library card and **must** be in good standing with fines and fees below \$10.
- Patrons **must** present a valid photo ID/school ID at the time of checkout.
- Calculators **must** be returned at the Circulation Desk. The calculator and cord should be placed within the nylon case.
- Calculators may be checked out for three (3) weeks. If there are no holds, hotspots can be renewed up to 2 times.
- **Overdue Calculators will be charged replacement value on patron's card.**
- **Do NOT return calculator in the dropbox OR to another library. Doing so will result in a \$10 charge.**
- Calculators may be placed on hold by one patron per household.

Please initial:

I understand that any tampering, modifying, or disassembling of the calculator is a violation of the Borrowing Agreement and is not permitted.

I understand that I MUST return the calculator AT the library from which it was checked out!

Calculator REPLACEMENT COSTS due to loss or damage: <ul style="list-style-type: none"> • TI-Nspire CX II - \$130.00 • Neoprene storage case - \$10.00 • Charging cable - \$5.00 • TOTAL REPLACEMENT COST: \$145.00
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Fines and Liability

- The calculators should be kept in a temperature-controlled environment. **DO NOT** leave it in your car.
- The patron is responsible for costs associated with loss or damage of the calculator and/or peripherals.
- A calculator device that is overdue by 35 days and reaches the billing status will result in the patron being charged the full cost of replacement. *If the device is returned, the billing cost will be dropped.*

By signing this Borrowing Agreement, I confirm that I have read and agree to all of the above terms.

Print Name: _____

Signature: _____ Date: _____

Email: _____ Address: _____

Patron Barcode: _____ Form of ID Provided: _____

Calculator Number: _____ Staff Initials: _____

Policy subject to change without notice at any time. Patron is still required to comply with all policies regardless of any changes.

f. Hotspots

i. Guidelines for Borrowing and Use

1. Patrons must be 18 years of age or older and must read, understand.
2. Patrons must sign the Mobile Hotspot Borrowing Agreement at the Circulation Desk in the presence of Dorr Township Library Staff each time a Mobile Hotspot is checked out.
3. Patrons must have a Dorr Township Library card and must be in good standing with fines and fees below \$10.
4. Patrons must present a valid photo ID at the time of checkout.
5. Mobile Hotspots must be returned at the Circulation Desk. The hotspot device should be placed within the nylon case and all components should be placed within the plastic case, including original instructions and completed survey
6. Patrons may only check out one (1) hotspot per household at a time.
7. Hotspots may be placed on hold by one patron per household.
8. Due to high demand, patrons must wait one (1) week after returning a hotspot to check out another.

ii. Circulation Rules

1. Mobile Hotspots may be checked out for one (1) week. If there are no holds, hotspots can be renewed up to 1 time(s).
2. Overdue Mobile Hotspots will be deactivated within five (5) days.

iii. Fines and Liability

1. Patrons are responsible for internet access performed by minors.
2. As the internet and related technologies have inherent security risks, the Library does not guarantee the safety or integrity of any information sent or received using the Mobile Hotspot.
3. The patron is responsible for costs associated with loss or damage of the Mobile Hotspot and/or peripherals.
4. A Mobile Hotspot device that is overdue by 35 days and reaches the billing status will result in the patron being charged the full cost of replacement. Due to increased risk of damage or tampering, the device cannot be returned at this point.
5. Do NOT return hotspot in the dropbox. Doing so will result in a \$10 charge.

iv. Proper Care and Use

1. Patrons are advised to use care with electronic items when handling. Dropping onto hard surfaces may result in damage to internal mechanisms.
2. Please keep the hotspot device away from liquids.
3. Any tampering, modifying, or disassembling of the Mobile Hotspot is a violation of the Borrowing Agreement and is not permitted.
4. The Mobile Hotspot should be kept in a temperature-controlled environment. DO NOT leave it in your car.



Dorr Township Library

Mobile Hotspot Borrowing Agreement

- Patrons **must** be 18 years of age or older and must read, understand, and sign this agreement at the Circulation Desk in the presence of Dorr Township Library Staff Member each time a Mobile Hotspot is checked out.
- Patrons **must** have a Dorr Township Library card and **must** be in good standing with fines and fees below \$10.
- Patrons **must** present a valid photo ID at the time of checkout.
- Mobile Hotspots **must** be returned at the Circulation Desk. The hotspot device should be placed within the nylon case and all components should be placed within the plastic case, including original instructions and completed survey
- Mobile Hotspots may be checked out for one (1) week. If there are no holds, hotspots can be renewed up to 1 time(s).
- **Overdue Mobile Hotspots will be deactivated within five (5) days.**
- The Mobile Hotspot can provide Wi-Fi Internet access for up to fifteen (15) devices simultaneously.
- **Patrons are responsible for internet access performed by minors.**
- Patrons may only checkout one (1) hotspot per household at a time.
- **Do NOT return hotspot in the dropbox. Doing so will result in a \$10 charge.**
- Hotspots may be placed on hold by one patron per household. Due to potential high demand, patrons must wait one (1) week after returning a hotspot to check out another.

Please initial:

I understand that the reliability and quality of the internet connection provided by the Mobile Hotspot **are not** guaranteed by the Library.

I understand that the internet and related technologies have inherent security risks, and that the Library does not guarantee the safety or integrity of any information sent or received using the Mobile Hotspot.

I understand that any tampering, modifying, or disassembling of the Mobile Hotspot is a violation of the Borrowing Agreement and is not permitted.

I understand that I **MUST** return the hotspot **AT** the library from which it was checked out!

Fines and Liability

- The Mobile Hotspot should be kept in a temperature-controlled environment. **DO NOT** leave it in your car.
- The patron is responsible for costs associated with loss or damage of the Mobile Hotspot and/or peripherals.
- A Mobile Hotspot device that is overdue by 35 days and reaches the billing status will result in the patron being charged the full cost of replacement. *The device cannot be returned at this point.*

Mobile Hotspot REPLACEMENT COSTS due to loss or damage:

- Mobile Hotspot Unit: \$84
- Power Cord/Adapter: \$10
- Plastic Case: \$10
- Nylon Case: \$8
- 30 days of service: \$30
- **TOTAL REPLACEMENT COST: \$142.00**

By signing this Borrowing Agreement, I confirm that I have read and agree to all of the above terms.

Print Name: _____

Signature: _____ Date: _____

Email: _____ Address: _____

Patron Barcode: _____ Form of ID Provided: _____

Hotspot Number: _____ Staff Initials: _____

Policy subject to change without notice at any time. Patron is still required to comply with all policies regardless of any changes.

g. InterLibrary Loan

i. LLC.

The Dorr Township Library will assist patrons in finding materials that are available for loan when those materials are not available in the building. As a member of the Lakeland Library Cooperative, Dorr Township Library patrons have borrowing privileges at any other member library. Borrowed materials may be returned to any member library.

ii. MeL.

In addition, Dorr Library card holders have access to MelCat materials which is a statewide inter library loan service provided by the Library of Michigan. Dorr Township Library participates in INN-REACH checkout to remote sites, which allows patrons from participating libraries to borrow materials at our library through our existing integrated library system.

h. Fines and Replacement Costs

i. Fines Free Library.

Dorr Township Library does not charge fines for overdue materials. However, after 35 days past the due date, the patron is charged for the full replacement cost of the item. If the item is returned, the replacement charge is negated.

ii. Replacement of Lost or Damaged Material.

1. Method 1.

The patron pays the replacement cost as determined by Library staff and recorded in the ILS record directly by cash, check, or card.

2. Method 2.

Alternatively, if the patron can find a copy of the lost or damaged item in the same format and condition as the original and purchases that item for a price lower than the listed cost, the patron may donate the item to the Library in exchange for the deletion of the associated fines.

2. Records Privacy Policy

The Dorr Township Library is bound by the Michigan Library Privacy Act (PA 455 of 1982) in which a “library record” is defined as a document, record, or other method of storing information (excepting video security footage, per Public Act 315 of 2020) retained by the Library that personally identifies a library patron including the patron’s name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. The Library Privacy Act provides that a “library record” is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court. Accordingly, the Dorr Township Library will not release nor disclose a “library record” except as provided by the Library

Privacy Act or as otherwise required by state or federal law. The Library, however, may use the “library record” for the purpose of retrieving overdue materials and other library business permitted by law.

Approved by Dorr Township Library Board August 21, 2023.