ROSEVILLE PUBLIC LIBRARY

CIRCULATION POLICY

I. Introduction

Library cards are issued to identify eligible users. In order to make materials available to all eligible users on an equal basis, the Roseville Public Library sets limits on loan periods, renewals and holds allowed.

II. Library Card – Eligibility and Type

The library offers and accepts a variety of cards based on the library's legal service area (Roseville, Michigan) and reciprocity agreements. Cards may only be used by the named cardholder.

A. Resident/Property Owner Card: A library card will be issued to any resident or property owner (or any individual or family member living with an individual who owns property) of Roseville, Michigan upon proof of current residency or property ownership. Minors are not financially responsible for materials checked out on their library cards, however their parents or guardians assume financial responsibility upon signing the minor's library card application or for the return of the materials in good condition. Minors must update their cards upon turning 18 years of age to assume legal responsibility for materials checked out. Lost or stolen cards should be reported immediately. Resident/Property Owner cards expire three years from the issue date.

B. Courtesy Card: A library card will be issued to individuals who work or attend school in the City of Roseville. Individuals must present proof that they are currently registered at a Roseville school or employed by a Roseville business. Interlibrary loan (MeLCat), digital services, or other material or service that are restricted to Library residents/property owners by contract are not available for courtesy card patrons. Minors are not financially responsible for materials checked out on their library cards, however their parents or guardians assume financial responsibility upon signing the minor's library card application or for the return of the materials in good condition. This card limits the individual to materials and services at the Roseville Public Library only. Courtesy cards expire one year from the issue date and may be renewed with the proof of employment or education.

C. Roseville Outreach: Homebound residents of Roseville, Michigan who participate in the Materials by Mail Program are issued a card that offers extended due dates, however patrons are responsible for lost or damaged materials. The account is managed by the Materials by Mail Coordinator and the library card may not be used for walk-in services. This card limits the individual to materials and services at the

Roseville Public Library only. Outreach Cardholders can use the Library's digital resources. Outreach cards expire three years from the issue date.

D. Suburban Library Cooperative (SLC) Non-resident: Non-residents may purchase a library card for an annual fee of $200 per family (family is defined as a spouse, if any, and dependents) living at the same address. SLC Non-resident cardholders have the right to access the same materials and programs as a Resident/Property Owner card. This card enables patrons to utilize all of the libraries that make up the Suburban Library Cooperative. The SLC Non-resident card expires one year from date of payment and does not have access to MeLCat services.

E. Staff: Library employees and commissioners are issued cards with a staff profile. This exempts the employee and/or commissioner from overdue fines at all SLC libraries. Employees/commissioners are responsible for lost or damaged materials. Privileges may be revoked at the discretion of the library director due to misuse. Staff cards expire three years from the issue date or upon separation of employment or end of a commissioner's term.

F. Military Personnel: Active duty military personnel and family members living at the same address receive full borrowing privileges. The definition of family members of active duty military personnel in military context is spouse and dependents. Military personnel can get a card at any SLC library; regardless of the city or county where they live. A military identification card and proof of current residency, as listed in the SLC Circulation Manual, will be required. Military cards expire three years from the issue date. Military Personnel cardholders have the right to access the same materials and programs as a Resident/Property Owner cardholder.

G. Computer Guest Pass: Patrons not eligible for one of the above-mentioned library cards may purchase a Computer Guest Pass. This pass is valid for a specific day and will allow the patron to utilize the public computers in the Roseville Library for one day only. Purchasers must be 18 years of age or older and provide photo identification. Passes purchased for a minor by a parent or legal guardian must be used at a Teen or Children's computer, depending upon the minor's age, or may be used at the adult computers if the parent or legal guardian sits with them at the computer. Computer Guest Passes will not allow an individual to access computer systems at other libraries and cannot be used to check out materials. The purchase of a guest pass does not guarantee access to any computer and time on the computer will be given consistent with the Library's Internet Use Policy. Patrons issued the computer guest pass must comply with the Library's Internet Use Policy.

H. Student Profile (a.k.a. "Virtual Library Card"): This profile is used in the integrated library system to indicate a card with digital access only.

I. Suburban Library Cooperative (SLC) Temporary Card: This card is used when a resident of another SLC community wants to check out materials from the Roseville

Public Library but does not have a library card from the library in their home community. Based on their proof of residency, they are able to check out three items on the temporary, single-use card with the hope that they will apply for a library card at their home library.

III. Library Card - Registration

A. Required registration information includes: name, address, birth date and the current government issued identification number of the adult patron. Consent from a parent or legal guardian, along with their drivers' license number or State of Michigan identification number, who assumes financial responsibility will be required for a minor. Staff must see the actual drivers' license or State of Michigan identification card to issue a library card.

B. Proof of Residency: See chart below from "Identification Required to Obtain a Library Card" in the Suburban Library Cooperative Circulation Manual, "*Part 5. Borrowing Policy*."

PHOTO IDENTIFICATION	ADDITIONAL IDENTIFICATION REQUIRED
Current State of Michigan Driver's License with current address	None
Current State of Michigan Identification Card with current address	None
Current Driver's License or State Identification with a former mailing address	Utility Bill, Automobile Registration, Rent Receipt, Lease Agreement, Property Tax Receipt, Mortgage/Closing Statement with applicant's name and current address
U.S. or Foreign Government Issued Photo Identification, such as a Passport	Utility Bill, Automobile Registration, Rent Receipt, Lease agreement, Property Tax Receipt, Mortgage/Closing Statement with applicant's name and current address

C. Privacy: In compliance with state law[1], only the card owner, or a minor's parents or legal guardians listed in a library account will be provided information about an account.

[1] MCL 397.601 et seq. Library Privacy Act.

D. Presentation of Library Card: Your valid library card, approved government-issued photo identification or your card displayed on a mobile device must be presented when checking out or renewing materials or conducting other circulation transactions. Minors may check out materials on their library account by using their current school identification card. Changes to a minor's account require the presence of a parent or legal guardian. An "Authorized User," designated as such in the library card record, may only check out/pick up available holds on the patron's record and may not check out other materials. Library cards are not transferable and being an Authorized User is not meant to substitute for actually owning a library card.

E. Renewal of Library Card: All library cards expire between one and three years depending upon the type of card. Upon expiration, the same documentation required to obtain the library card must be presented to renew it.

F. Library cards are not transferable. The card holder is responsible for any items checked out on the card.

IV. Reciprocal Borrowing Arrangements

The Roseville Public Library is committed to resource sharing through reciprocal borrowing arrangements with other libraries. Reciprocal borrowing arrangements provide expanded access to materials for Roseville residents.

A. Reciprocal Borrowing: Public libraries within the Suburban Library Cooperative service area agree to provide reciprocal borrowing privileges to cardholders of other member libraries. Such borrowing is subject to the policies set by the local library for their own residents. SLC Shared System libraries will use the reciprocal borrower's home library card when registering patrons from SLC member libraries that are not part of the Shared System. Library materials borrowed at one participating library may be returned to any other participating library.

B. MeLCat/Lending Policy: All materials outside the Suburban Library Cooperative must be picked up and returned at the home library where the library card was issued. Overdue materials are subject to fines and lost or damaged materials will be billed to the patron's library card. There is a limit of 70 requests, returns or in-transit materials through MeLCat. Lending periods and renewals are determined by the owning library.

V. Circulation of Materials

LOAN PERIODS/RENEWALS/FEES/HOLDS

Items	# Day Loan	Renewable	Daily Fine	Max. Fine	Holds	Limits
Books	21	Y	N		Y	
Magazines	21	Y	N		Y	
Lucky Day: Books Movies	 7 2	N	N		N	2 Lucky Day items per card
CDs - Books	21	Y	N		Y	
CDs - Music	21	Y	N		Y	
Vinyl Music	7	Y	N		N	
DVDs - New	7	Y	N		RSV only	
DVDs- Feature	7	Y	N		Y	
DVDs- Non-Fiction	21	Y	N		Y	
Videogames	7	Y	N		RSV only	
Kits (Ready to Read, STEM, Curiosity)	21	N	N		N	1 per RSV adult card unless noted on label
Hotspots	14	N	N		RSV only	1 per RSV adult card
Outreach Boxes	90	N	N		N	2 per organization
MeLCat	14 – 28	Variable	.25	N	Variable	
Readalong (Vox, Wonder Books)	21	Y	N		SLC Only	
Audiobook Kit	21	Y	N		Y	
Library of Things, Adult and Youth	21	N	N	N	N	1 per RSV adult card unless noted on label
Games	21	N	N	N	N	1 per RSV card

A. Special Loan Periods: Patrons who participate in the Materials by Mail Program are given a four-week (28 day) loan on any Roseville items they borrow. Vacation loans (a period extending beyond the maximum number of allowed renewals) are granted at the discretion of a librarian for Roseville materials only.

B. Non-circulating Materials: Reference materials, newspapers and the current issues of magazines do not circulate.

C. Renewals: Your valid library card, approved government-issued photo identification, student ID (for minors) or your card displayed on a mobile device are required to renew materials in person. Your valid library card number is required to renew materials by telephoning the library during open hours or using the automated system or SLC app. In addition to a library card number, a four-digit PIN is required to renew materials online or from a smart phone using the SLC app. Two renewals are allowed for most Roseville items unless there is an active on the item OR the item is "non-renewable" OR the library card has ten or more overdue materials or unpaid bills totally $10.00 or more.

VI. Limits on Materials

To provide as wide an access as possible to the Library's collection, it is necessary to place limits on some materials. There is currently no limit to the total number of items a patron may borrow from SLC member libraries.

VII. Holds/Reserve of Materials

Holds may be placed on eligible library materials by telephone, in person, and through the online catalog or SLC app. Courtesy cardholders are not able to reserve material that belongs to other libraries.

There is no limit to the number of SLC items that a patron may have on reserve. Reserves are filled on a first-come, first served basis with Roseville cardholders receiving Roseville materials first. Roseville items are reserved for Roseville patrons before other library patrons, regardless of their place on the list.

Patrons are notified that a hold is available by email. The items are held for approximately 7 business days.

VIII. Overdues, Lost and Damaged Materials, Fees and Fines

A. Daily Fines: The Library does not charge fines on overdue materials owned by the Roseville Public Library in most cases. Fees may be charged for materials owned by other libraries including MeLCat materials.

B. Bill for Replacement: When a Roseville item is approximately 45 days overdue, a bill for replacement will be issued. If an item is lost or damaged, the patron must pay for the item plus a processing fee (no processing fee charged for magazines). Replacement cost is the original cost of the item to the library or the value of a donated item when it was accepted. If a new copy can be purchased for less than the original cost, the library supervisor may agree to lower the replacement cost posted on the patron's record. The Library (not the patron) must purchase the item at a reduced cost from a Library vendor, however payment is required at the time of the price adjustment. Patrons may not provide a copy of the item instead of paying the replacement fee. If one piece of an item, such as a media case or media cover, is damaged, a bill for the specific lost or damaged item instead of a bill for the entire replacement cost may be assessed. The Library retains the right to refuse to accept items that are returned so late that a replacement was purchased due to high demand or the information in the item is outdated or the item in in poor shape.

C. Refunds: Once a patron has paid for a lost item, their money will not be refunded should they locate the item as the Library promptly purchases replacement titles or similar titles if the original title is no longer available.

D. Notices and Bills: As a means of retrieving materials and as a courtesy to the patron, the Roseville Public Library will issue overdue notices by email or text message. If the item has not been returned within approximately 45 days, it automatically converts to LOST and a bill is issued for the cost of the item plus a processing fee.

E. Revocation of borrowing privileges: Library card privileges are temporarily restricted when an account has accumulated $10.00 in fines or ten overdue items. During this time, patrons may not check out materials, renew materials, or utilize the library computers. In order to reinstate privileges, the patron must return all overdue materials and pay all bills associated with the card. The borrowing privileges of an adult may be temporarily restricted if a minor's card in which they are financially responsible is restricted due to bills. A minor's card may be temporarily restricted if the adult that is financially responsible for the minor's account is restricted by bills. A parent or guardian may not use the card of their child or ward if their own privileges are restricted.

F. Bankruptcy: When a patron files and is granted a discharge under the Bankruptcy Code and provides legal documentation from the court, we will discharge all charges

associated with the patron's card and any card issued to a minor for which the adult patron who has been released from their debt took financial responsibility.

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