

Manistique School & Public Library Circulation Policy

Purpose of the Policy

The purpose of the Manistique School & Public Library (MSPL) Circulation Policy is to establish clear and consistent guidelines for the borrowing, renewing, returning, and use of library materials and services. This policy is intended to provide fair and equitable access to library resources for all eligible patrons while ensuring consistent procedures for library staff in managing patron accounts, materials, fees, and borrowing privileges.

Borrowing Library Materials

The following rules apply to borrowing MSPL materials so they may be shared equitably. Loan periods are based on the amount of time the average patron reasonably needs to use the material, as well as the level of demand for the material. An automated message is sent as a reminder to patrons when library materials are past due.

Library patrons may borrow library books, periodicals, loanable media, and certain equipment according to the loaning periods defined below. The patron in whose name the library material is checked out is responsible for assuring that the item is returned to the library. Patrons are not charged for overdue materials. A patron with a damaged or lost library item may lose borrowing privileges until the applicable fine and/or fee is paid.

Books

1. A patron with a library card may borrow a book for a period of two (2) weeks. A maximum of ten (10) books may be checked-out to adult patrons at one time. Youth patrons may check out a maximum of two (2) books at one time, unless the Library Director gives permission for more.
2. A book may be renewed in person, by phone, or via the patron's online library account.
3. A book may not be renewed if its title is on hold request for another patron(s).
4. If a library book is lost or returned damaged and unsuitable for the collection, as judged by the library staff, the patron will be charged the cost of replacement and processing. If the damage is reparable, the patron will be assessed charges based on the cost of repair.

Periodicals

1. A patron with a library card may borrow magazines for a period of two (2) weeks. The most current issue of a magazine does not circulate. A maximum of ten (10) periodicals may be checked out at one time.
2. A magazine may be renewed a maximum of two (2) times. Renewal must be made in person or by phone.
3. Newspapers are not circulated and must remain in the library.

CDs, DVDs, and Blu-ray

1. CD audiobooks may be borrowed for two (2) weeks by a patron with a library card. These digital materials may not be renewed if its title is on hold for another patron(s). A maximum number of ten (10) of these digital materials may be checked out at one time. However, the maximum number that a youth patron may check out is two (2).
2. DVDs and Blu-ray may be borrowed by a patron with a library card for seven (7) days. A maximum number of five (5) DVDs/Blu-ray discs may be borrowed at a time.
3. A patron who loses or damages a CD, DVD, or Blu-ray, will be responsible for the full replacement cost plus a service fee per item to cover processing costs.
4. A patron who borrows a CD, DVD, or Blu-ray, is responsible for adherence to copyright laws. Copying copyrighted material owned by MSPL is prohibited.

Overdue and Non-returned Library Materials

MSPL is committed to provide service and materials that meet patrons' needs. Library materials are a shared resource and should be available to patrons in a fair and timely manner. Materials that are not returned are unavailable for other patrons to use.

MSPL does not charge overdue fines. Patrons are expected to return borrowed materials by the due date so that they remain available to others. Patrons are responsible for returning materials in good condition and for the replacement or repair of materials that are lost or damaged.

Lost Materials

If a patron loses a library book or other material, the cardholder is responsible for the replacement cost of the item and any applicable processing fee.

If an item that has been paid for as lost is found and returned within 30 days of payment, the replacement cost will be refunded, less any applicable processing fee, provided the item is returned in circulating condition.

Damaged Materials

Patrons are responsible for materials that are damaged while checked out to them. If an item is damaged beyond repair, the cardholder may be charged the replacement cost of the item and any applicable processing fee.

If an item can be repaired and returned to circulation, a \$5.00 repair fee may be charged.

The library staff will determine whether an item can be repaired or must be replaced.

Suspension of Borrowing Privileges

Borrowing privileges may be suspended when a patron has \$25.00 or more in outstanding fines or fees, an expired library card, or other unresolved charges on their account.

Once the account has been brought into good standing, borrowing privileges may be restored.

Interlibrary Loan

Interlibrary loan service is available to MSPL card holders to borrow books, audio, and video materials that MSPL does not own. This free service retrieves titles or subject material from other libraries at the request of the library card holder. This may be done online after logging on to MSPL's website using library card identification or by request at the circulation desk.

Patron Initiated Interloans are interlibrary loan items that are requested from other northern Michigan Libraries within the Superiorland Library Cooperative. There is no charge to patrons who use this service. Patrons using these services abide by MSPL's damaged materials policy for interlibrary loan books.

Reserving Library Materials

A library computer program keeps a temporary list of patrons wishing to borrow specific library materials that are already checked out or at another library. Patrons will be notified by their preferred method of communication (email, text, or phone call) when their requested materials are ready for pickup. After fourteen (14) days, the item being held will be returned to the collection where it originated.

Library materials on hold may be renewed if the lending library allows.

Privacy

MSPL abides by the Michigan Library Privacy Act¹, which forbids library staff from providing anyone but the cardholder with records that identify library usage.

References

¹Michigan Library Privacy Act (1982, Public Act 455, Michigan Compiled Law 397.601 *et seq.*)