



## Registration and Borrowing Policy

### **Purpose**

The purpose of the Registration and Borrowing Policy is to establish eligibility requirements and guidelines for borrowing privileges at the Manchester District Library.

### **Member Communities**

The Library is publicly supported by taxpayers in Bridgewater Township, Freedom Township, Manchester Township, and the Village of Manchester. Residents of these member communities are eligible to receive a Library Card with full borrowing privileges. Migrant workers staying at farms in the District are residents who are eligible to receive a card. Owners of businesses and other property located in the District are also eligible to receive a card. Employees of businesses in the District are not entitled to a card based on their employment.

To sign up for a card, patrons must show proof of residence in the form of a driver's license or state ID. New residents who haven't yet changed the address on their license or ID can prove residency with any of the following: a current utility bill, property deed, current payroll stub with resident address, or printed check with resident address. Nonresident owners of businesses or other property can be asked to provide proof of ownership.

Cards are issued for a three year period, after which the patron may present identification and proof of residence to renew the card for another three years. When a patron moves to an address outside of the Library District, the card expires at the close of the calendar year.

The Library will replace lost cards free of charge. Proof of identification is required when applying to replace a lost card.

### **Patrons under the Age of 18**

Patrons under the age of 18 must have a parent, foster parent, or legal guardian present to obtain a card. The parent must present ID showing proof of residence and sign the minor's application. Parents (or legal guardians) agree to be responsible for materials borrowed by their children. Children of any age may have their own card. It is generally recommended that children get their own card when they are old enough to be able to sign their own name.

The library staff and trustees are charged with the responsibility of providing equal access to library materials and services to all eligible patrons. Moreover, it is impossible for them to know or predict the opinions of parents and guardians regarding the specific borrowing selections made by minor children.

It is the policy of Manchester District Library that parents and guardians, *not* the library staff or trustees, are responsible for monitoring and approving selection of materials made by minor children. The library staff and trustees cannot and do not act *in loco parentis*.

### **Out-of-District Fee Paid Cards**

Patrons who do not reside or own property in the district are not entitled to a card. They may purchase an annual non-resident card for borrowing privileges at rates set annually by the Library Board. Non-resident card holders have full borrowing privileges for items owned by Manchester District Library, but are not extended TLN reciprocal borrowing privileges.

### **Teachers**

The Library recognizes that teachers in the Manchester School District serve all the children in the community. Therefore, the Library Board has decided that all classroom teachers, librarians, and counselors may receive cards regardless of whether they live in the district.

### **TLN Reciprocal Borrowing**

Manchester District Library participates in The Library Network's (TLN) reciprocal borrowing program.

Manchester District Library card holders may participate in reciprocal borrowing at participating TLN libraries. Some borrowing restrictions may be set by participating libraries.

Resident patrons of libraries participating in TLN reciprocal borrowing may register to borrow books directly from Manchester District Library. At the time of registration, such patrons must present both

ID and a valid resident's card from the participating TLN Library. Holders of nonresident cards from a TLN Library are not eligible for reciprocal borrowing.

## **Michicard**

Manchester District Library participates in the Michicard reciprocal borrowing program.

Manchester District Library card holders may participate in reciprocal borrowing at participating Michicard libraries. The Library will issue Michicard stickers to patrons in good standing. Patrons who have not returned MDL materials, have a history of losing library materials, or who have unpaid overdue fines will not be given Michicard privileges.

The rules for Michicard borrowing are set by each participating library. Depending on the Library, MDL patrons may be restricted in the number or type of materials that they may borrow with a Michicard.

Patrons of libraries participating in the Michicard program may register to borrow books directly from Manchester District Library. At the time of registration, such patrons must present both ID and a valid card from the participating Michicard Library.

Manchester District Library limits borrowing by Michicard patrons to five books per calendar year. Manchester District Library participates in reciprocal borrowing for books only. Manchester District Library does not loan audiovisual materials to reciprocal borrowing patrons. Interlibrary loan services are not offered to Michicard patrons.

## **Loan Rules and Fines**

Loan rules and fines are set by the Library Director with approval by the Board. Charges for lost/damaged materials are determined by the Library Director. Loan rules should be set with the goal of equitable sharing of materials and reasonable convenience to patrons. Fines are charged to encourage prompt return and reasonable care of materials. Additional revenue for library operations is a "side effect" of fines and should not be seen as a goal when setting fine amounts and rules. Charges for lost or damaged materials should be limited to the costs of replacing the item.

## **Program Participation**

Library staff may restrict participation in Library programs to card holders and may offer priority program registration to residents of the member communities.

### **Suspension of Borrowing Privileges**

Borrowing privileges can be suspended if the patron fails to return materials, fails to pay charges for lost or damaged materials, accumulates over \$20.00 in unpaid fines, or moves out of the Library District.

### **Privacy of Library Records**

Michigan law protects the confidentiality of library users' records. Records of library materials requested or borrowed will not be disclosed to anyone without the consent of the patron, unless ordered by court of law. It is the policy of Manchester District Library to preserve the confidentiality and privacy of the registration and circulation records of its patrons to the fullest extent permitted by law.

Approved by Library Board 14 October 2002

Revised by Library Board 10 Feb 2003, 12 Jan 2004, 9 Jan 2006, 13 Aug 2007