

## **RIVER ROUGE PUBLIC LIBRARY CIRCULATION POLICY**

### **LIBRARY CARD REGISTRATION**

The River Rouge Public Library is supported primarily by taxes paid by residents of River Rouge. Therefore, library borrowing privileges are available at no charge to residents of River Rouge. City employees, students attending school in River Rouge, and property owners in River Rouge may obtain a library card. The library has a responsibility to protect the taxpayers' investment in the collection of the library; therefore identification and verification of residence is required to obtain a library card. Identification must be established through a current drivers' license or other picture identification. If identification does not contain a current address, a utility bill or a rent/mortgage receipt must also be used to establish residency. A parent or guardian must assume responsibility for materials borrowed by a person under eighteen years of age and must sign the application form. Library cards will not be given to children younger than seven years old. Your library card is your entrance to a variety of library services. It is required when checking out library materials and when using the computer. Report loss or theft of library card promptly to the library staff. There is a \$1.00 fee to replace a library card.

### **CONFIDENTIALITY OF LIBRARY RECORDS**

The River Rouge Public Library supports every patron's right to have his or her library records remain confidential. The River Rouge Public Library complies with the guidelines set forth by Michigan Public Act 455 of 1982 - The Library Privacy Act and Michigan Public Act 188 of 1996 regarding confidentiality of patron records and circulation transactions. In compliance with State and local laws no information will be released to any person, agency, or organization, except in response to a valid court order or subpoena, properly presented to the library administrator. Expired applications will be disposed of by shredding. Nothing in the policy shall prevent authorized library personnel from using library records in the administration of their regular duties. The River Rouge Public Library has endorsed the recommendations of the American Library Association's Policy on Confidentiality of Library Records and Statement of Intellectual Freedom.

## LOAN PERIODS AND FINES

	LOAN PERIOD	FINES/ DAY	MAX FINE	RENEW
<b>ADULT</b>				
BOOK	21	\$0.10	\$2.00	2
BOOK ON CD	21	\$0.10	\$2.00	2
BOOK ON TAPE	21	\$0.10	\$2.00	2
LARGE PRINT	21	\$0.10	\$2.00	2
NEW BOOK	21	\$0.10	\$2.00	2
VIDEO/DVD	7	\$1.00	\$5.00	2
<b>JUVENILE &amp; TEEN</b>				
JUV BOOK	21	\$0.05	\$1.00	2
JUV BOOK ON CD	21	\$0.05	\$1.00	2
JUV BOOK ON TAPE	21	\$0.05	\$1.00	2
JUV BOOK	21	\$0.05	\$1.00	2
JUV MEDIA KIT	7	\$0.10	\$2.00	2
JUV VIDEO/DVD	7	\$1.00	\$5.00	2
<b>INTERLIBRARY LOANS*</b>	VARIABLE	VARIABLE	VARIABLE	VARIABLE

\*Governed by owning library

## RECOVERY OF OVERDUE MATERIALS

Library materials are purchased for use by all citizens of River Rouge. The River Rouge Public Library establishes regulations for the loan of materials, including circulation periods, renewal processes, and fines for late return. The River Rouge Public Library believes that the individual who chooses to keep materials past the due date, or who refuses to settle unpaid fines or fees, compromises to some extent his or her right to privacy. The library will attempt to recover overdue materials and will notify patrons of unpaid fines and fees according to procedures established by the River Rouge Public Library. In compliance with State and local laws, information regarding overdue and non-returned materials and past-due fines and fees may be disclosed by the River Rouge Public Library to the River Rouge Police Department in order to recover materials or to collect fees and fines. The River Rouge Public Library complies with the guidelines set forth by Michigan Public Act 328 – larceny from libraries and River Rouge Ordinance No. 196 regarding the failure to return library materials.

## NON-RETURNED, LOST OR DAMAGED ITEMS

Patrons will be charged for non-returned or lost items. If the items are returned, charges will be waived but late fee will be charged. An invoice for replacement or repair costs may be prepared for items damaged during the loan period. Patrons are encouraged to notify staff of any

noticeable damage to materials prior to check-out. Replacement charges will reflect the current replacement cost based on the price listed in Books in Print or industry average for materials.

#### REQUESTS AND HOLDS

Patrons may request materials. This will reserve item(s) when they are returned by another patron. Once returned, the patron will be notified and the item will be held at the Circulation Desk for seven days. After that time, the hold will be removed and the item will be returned to the shelf.

#### INTERLIBRARY LOAN

Interlibrary loan is the process by which a library requests materials from another library. Materials can be requested from The Library Network. Through interlibrary loan, patrons have access to materials from other libraries. The requested materials will be sent to the River Rouge Public Library where the patron may check the item out. This service is offered to all patrons holding a valid library card. Patrons' accounts must be in good standing to participate in interlibrary loan.

When material arrives, library staff will call the requesting patron. The loan period and renewal options are determined by the owning library. It is the responsibility of the patron to return the item in a timely fashion. If an item is lost or damaged, the patron is responsible for all overdue fines, the cost of the item, and any processing fees charged by the owning library.

Commission Approved 7/11/06

Amended 1/22/08