

Circulation Policy

Library Cards

- **Eligibility:** The service area of the Boyne District Library includes the city of Boyne City, all of Evangeline and Bay Townships, and the portions of Eveline and Wilson Townships that are in the Boyne City School District. A person may have a Boyne District Library card if he/she lives or owns property in the established service area.
- **Registration:** A patron registering for a Boyne District Library card will be asked to provide the following information: name, address, telephone number, business telephone number, driver's license number, e-mail address, and the name and telephone number of a reference contact. Consent and signature from a parent or legal guardian assuming financial responsibility will be required for a minor.
- **Proof of residency:** A driver's license, tax receipt, voter registration card, Michigan identification card, property deed, recent utility bill (not more than three months old), bank checks with imprint of name and address, or mortgage/lease agreement will be accepted as proof of current residency.
- **Shared system:** People with a library card from any one of the following libraries may use that card at the Boyne District Library: Alanson Area Public Library, Alcona County Library (and its branches), Charlevoix Public Library, Cheboygan Area Public Library, Crooked Tree District Library (Walloon Lake and Boyne Falls), Montmorency County Public Libraries (and its branches), Petoskey Public Library, and Presque Isle District Library (and its branches).

People must register for their library card at their "home" library, that is, the tax based library service area in which they reside or own property.

- **MichiCard Statewide Library Card Program:** The Boyne District Library participates in the MichiCard Statewide Library Card Program. All Boyne District Library cards have a MichiCard sticker. The MichiCard may be used at all participating libraries across the state, and the Boyne District Library will check out books to any person who presents a valid MichiCard, after a brief application is filled out and information is entered into the system. MichiCard borrowers are subject to all rules and policies governing each participating library.
- **Renewal:** Proof of current residency will be required at the time of renewal of a library card. A library card that has been expired for 3 years or more shall be marked as invalid. The invalid library card must be renewed with appropriate identification. Library cards will not be issued or renewed for patrons with outstanding fees, fines, or bills. A patron must clear the account in full before receiving the new card or a renewal.

- **Borrower Responsibilities/Lost Library Cards:** Individuals are responsible for all materials borrowed on their card and agree to abide by library lending rules and all policies and regulations. If a person loses their library card, there is a \$1 replacement charge. Lost cards should be reported immediately.
- **Non-resident Fees:** People who do not qualify as residents of the Library District as defined in this policy, and do not have a valid card from a shared system library, and do not have a valid MichiCard from a participating Library, may purchase borrowing privileges. Non-resident cards will be issued to individuals or families for the fee of \$60. per year, or \$40. Semi-annually.

Circulation of Materials and Loan Periods

- **Presentation of Library Card:** Any registered patron who is in good standing may check out materials from the Boyne District Library. If a patron does not have a library card available for presentation at the circulation desk upon checkout, proof of identification may be required. Patrons may use proof of identification up to 3 times for checkouts. After that if the patron can't produce their library card they will need to purchase a new one. Under certain circumstances a limit may be placed on the number of items a patron may check out.
- **Standard Loan Periods:** The standard loan period is one week for videos and DVDs, two weeks for new books, and three weeks for all other materials owned by the Boyne District Library. An automatic vacation renewal is available to individual cardholders who are in good standing. Materials on hold for another patron are not eligible for automatic vacation renewal. All materials checked out at other libraries using a Boyne District Library card, or materials requested from another library and checked out at the Boyne District Library, are subject to the loan periods of the owning library.
- **Non-circulating Materials:** Reference materials, newspapers, computer software, and the current issues of magazines do not circulate, but are available for in-library use.
- **Renewal of Materials:** The renewal of library materials may be done in person, by telephone, or on the Internet. There is a limit of two renewals on any item. An item that has a hold on it will not be renewed. An overdue item may be renewed as long as there is no hold on it, and fines are not more than the patron's home library's circulation policy allows. The overdue fine amount is still due and should be paid upon return of the item.
- **Holds:** Holds can be placed on items by the staff, or the patron may place holds from any computer with Internet access. Patrons must be in good standing. The patron will be called on the telephone when the item is available. After the telephone call the item will be held for seven days if there are no additional holds on the item, and three days if there are other holds. If the item is not picked up within that time period, the item will be returned to the

shelf or to the owning library, or will go to the next person on the hold list.

- **Inter-library Loan:** The Boyne District Library is able to provide additional resources that are not available through the shared system through the inter-library loan program. Our library can borrow materials from other libraries throughout the state of Michigan, the United States, and Canada. There may be fees for certain items, which are to be paid by the patron. The checkout period is determined by the lending library. Inter-library loan requests must be placed with the patron's home library.

Overdue Materials, Bill for Replacement, Damaged Materials

- **Fines/Fees:** Library patrons will be charged overdue fines for materials that are kept beyond their due date. A fine of .10 per item, per day, will be accrued on each item for every day that it is overdue past a one day grace period. Patrons with overdue items will not be allowed to check out any other materials until the overdue items have been returned or renewed. No fines will accrue on days that the Library is closed. Patrons experiencing unusual difficulty in returning their materials or paying their fines should advise the library staff. There will be a \$5.00 maximum fine per item for materials unless the material costs \$5.00 or less, in which case the maximum fine will not be more than the replacement cost of the item. Patrons who have accrued \$10.00 or more in fines will not be allowed to check out any items until total fines have been paid to a balance of less than \$10.00. Materials that are six weeks overdue will be considered lost and the patron will be charged the replacement cost of the materials, plus a processing fee. If the item cannot be replaced, or a replacement cost cannot be determined, the default prices as set up in the computer system will be charged.
- **Notices:** In order to retrieve overdue materials, the Boyne District Library issues overdue notices and bills for replacement in compliance with the Michigan Library Privacy Act. The first overdue notice is issued to a patron through a telephone call. If the material is not returned, one or more reminder letters are sent. Six weeks after the due date the item is considered lost and a bill is submitted to the patron for the replacement cost of the material, plus a processing fee. Once a lost item has been replaced, the patron may not return the item, but must pay for it.
- **Damaged Materials:** If an item is damaged to the extent that it can no longer circulate, the patron is responsible for the replacement cost of the item, plus a processing fee.
- **Refund:** A patron who pays for a lost item may have the cost of the item refunded, if the item is returned within 30 days and is in good condition.

Equal Access to Materials

The Boyne District Library endorses the Library Bill of Rights which states, “A person’s right to use a library should not be denied or abridged because of origin, age, background or views.” The “right to use a library” includes use of, and access to, all library materials and services. The Library also endorses the American Library Association’s Free Access to Libraries for Minors; An Interpretation of the Library Bill of Rights Statement. As that document states, “it is the responsibility of the parent or legal guardian to restrict their children from access to library materials and services. People who would rather their children did not have access to certain materials should advise their children.” It is not the responsibility of the Library or its staff to act in loco parentis. It is the responsibility of the Boyne District Library and its staff to provide equal access to library materials and services for all library users.

Confidentiality of Patron - Registration Policy

It is the policy of the Boyne District Library to preserve the confidentiality of the registration records of its customers to the fullest extent permitted by law. To that end, the registration records of the Library shall be released or disclosed only as provided for herein.

All customer registration information shall be treated by the staff of the Library as confidential, including name, address, phone number, and any other information provided on the customer’s registration form. The Library may use registration information to distribute library-related information to registered borrowers. This policy also prohibits disclosure of whether or not a person has a library card.

Library Record means a document, record, or other method of storing information retained by a library that contains information 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. Library record does not include non-identifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

A. State and local requests (usually requested through the Michigan Library Privacy Act)

- 1. Notification of the Library Director:** Any employee of the Library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any library record shall promptly notify the Library Director.
- 2. Action by the Library Director:** The library director, in a timely manner, shall review all requests and orders, consult with the library’s attorney as necessary, and respond in an appropriate manner to each such request or court order in accordance with this policy and with the Michigan Freedom of Information Act, 1976 Public Act 442, MCLA 15.231 - 15.246.
- 3. Requests for Registration Information:** The Library Director shall deny, in writing, all requests for the release or disclosure of registration information unless the Library has written permission from the persons identified in the records. Patron registration information is

considered by the Library Board to be “information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual’s privacy” as exempted from disclosure in the Michigan Freedom of Information Act, MCLA 15.243.

4. **Freedom of Information Act Requests for Registration Information:** The Library shall deny, in writing, any designated “Freedom of Information Act” request for the release or disclosure of confidential patron registration information as follows:

<p>The Boyne District Library Freedom of Information Act Denial of a Request for Information</p>
<p>To: _____</p>
<p>You are hereby notified that your request of _____ (date) has been denied because the information requested is exempt from disclosure pursuant to MCLA 15.243. The Boyne District Library maintains a policy of confidentiality of library patron records and will not release library patron names, addresses, telephone numbers or other registration information without the written permission of the library patron.</p>
<p>Under Michigan law, you may commence an action in the Circuit Court to compel disclosure of public records (Freedom of Information Act, Section 10, MCLA 15.240).</p>
<p>_____</p> <p>Name and Title of Person Denying Request</p>
<p>_____</p> <p>Date</p>

B. USA Patriot Act requests for tangible documents (usually come from federal authorities such as the FBI)

1. As required by the Foreign Intelligence Security Act (FISA) and its amendment (USA Patriot Act of 2001, Sections 215 and 216), the Library Director shall comply fully with a court order to disclose or release library records
2. As required by FISA and its amendment, the Library Director, as well as any staff member involved in providing the requested library records, **shall not disclose** to any person, including the patron whose records were seized, the existence of the court order or the fact that records were produced as a result of the court order. The government can prosecute a staff member for disclosing information.

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