

<p align="center">Cromaine District Library</p> <p align="center">Policy</p>	<p>Policy #: 2010</p> <p>Page 1 of 4</p>
<p align="center"><i>USE OF LIBRARY SERVICES</i></p>	<p align="center"><u>Tracking Record</u></p> <p align="center">Date Approved: 10/17/96</p> <p align="center">Revised: 9/18/97; 8/20/98; 3/16/00; 8/24/00; 5/16/02; 9/19/02; 9/18/08; 9/17/09; 9/16/10; 9/15/11; 9/20/12; 9/19/13; 10/23/14; 8/20/15; 5/18/17; 9/20/18; 9/19/19; 10/20/22; 9/19/24</p> <p align="center">Reviewed: 9/12/16; 9/11/17; 9/1/2020; 9/3/21; 9/13/23; 9/10/25</p>

Library Card Eligibility

All residents, businesses, and organizations within the district library boundaries are eligible for a Cromaine District Library card as well as non-residents who pay taxes on real or personal property within the district library boundaries, employees of the Hartland Consolidated School District, and employees of other businesses and organizations located within the district library's boundaries.

Library cards will also be issued to:

- K-12 students who are not residents of the library district but are enrolled in schools located within the library district boundaries. This includes students enrolled in the Hartland Community Education high school completion program, students attending HCS through the School of Choice program, students attending parochial and charter schools and homeschooled students living in the district. Student cards are valid throughout the year.
- Temporary business cards with 30-day expiration are available to business persons temporarily working in the library district. A limit of three items may be checked out at any one time using the temporary business card; no check outs are permitted if any items are overdue or lost. Interlibrary loan, including MeLCat services, are not available with this card.
- Temporary cards with 90-day expiration are available to visitors residing temporarily in the library district. A limit of three items may be checked out at any one time using the temporary card; no check outs are permitted if any items are overdue or lost. Interlibrary loan, including MeLCat services, are not available with this card.

The Cromaine library card may be used only by the bearer. It should be secured and the cardholder on the library record (or the parent/guardian if a minor) will be held financially responsible for all transactions with their card.

Persons who do not qualify for a Cromaine District Library card and who are not served by another public library may pay an annual fee of \$150 for library services. One non-resident fee covers all members of the family living in the household. The fee is based on the average tax paid by a household in the library district. It is set by the Board of Trustees and reviewed periodically. The non-resident card entitles the holder to full borrowing privileges at the Cromaine Library only. It does not entitle the holder to any privileges at any other library, including MLibrary Card participating libraries.

All library cards in good standing are eligible for and require renewal every three years. Library borrowing privileges may be suspended until renewal is completed, including renewed parental or guardian permission for minors.

Borrowing Privileges

Borrowing privileges shall also be granted to persons presenting a valid library card from a library that participates in Cromaine's reciprocal program. Cardholders from participating MeLCat (Michigan E-Library) libraries must use their home library for MeLCat loans. Non-resident cards issued by other libraries do not provide borrowing privileges at Cromaine District Library. Borrowing privileges of reciprocal borrowers are limited to check out of Cromaine Library items only and non-MeLCat interlibrary loan.

Identification

To become a Cromaine Library cardholder, an applicant must provide current proof of residency, property ownership, local employment, HCS school enrollment. (A post office box does not constitute proof of residency). The following items of verification are acceptable:

- Michigan driver's license
- State identification card
- Student identification card
- Voter registration card
- Utility bill
- Rent or tax bill
- Current payroll stub
- Property deed
- Lease agreement
- Official registration from local school

Reciprocal borrowers must provide a Michigan driver's license or State of Michigan identification card and a library card from their home library. Temporary business and temporary visitor cards must provide both a local and permanent address.

Borrower Responsibilities

Patrons are responsible for all material checked out on their cards, for any charges incurred, and for any liability due to non-observance of copyright and fair use laws.

Patrons are responsible for returning materials they have borrowed on time and in good condition.

Patrons must notify the Library of lost or stolen cards.

Patrons must notify the Library of name, address, phone, and e-mail address changes.

Borrowing privileges will be suspended if the patron fails to return materials, fails to pay charges for lost or damaged materials, or moves out of the library district.

Minors are required to have parent or legal guardian written permission and present at the time to obtain and renew a library card. After issuance, if a parent or legal guardian wishes to restrict borrowing privileges, the parent or guardian who gave permission is required to revoke the card in writing. Note: This only prevents the circulation of materials, and not the entry into and use of the library's materials and equipment while in the library.

Library Program Registration Privileges

Due to demand, most programs require pre-registration. When demand warrants, Cromaine District Library residents with current, valid Cromaine cards will be given priority in registration. All other program registration will be based on a first-come, first-served basis.

Loan Periods

Standard loan periods are established by the Library Director. The Director or their designee may change the standard loan period for special collections, materials that are temporarily in great demand for student projects, or materials added to the collection that are in a new format. The size of the collection and patron demand will be the primary criteria for setting the loan period. Patrons may arrange for an extended loan, to coincide with a vacation for instance, through the Circulation Department.

Renewals

Materials owned by the Cromaine District Library may be renewed three times unless the item(s) have been reserved by another borrower, are in demand, or part of a special collection with limited borrowing. Extended loan materials may not be renewed. Interloaned and MeLCat materials are subject to the renewal policies of the library from which the material was borrowed.

Fines/Overdues

There are no overdue fines for materials owned by the Cromaine District Library. However, an overdue notice will be sent after the material is due. If the material is not returned within a designated period, the library will consider the item "Lost" and send a bill for the material(s). A service charge for processing, cataloging and postage will be added to the bill. Borrowing privileges will be suspended if a borrower has not paid for materials that have been lost or damaged.

Fines may be assessed for materials that are borrowed through interlibrary loan. Such fines are determined by the original lending library.

When a borrower claims to have returned material(s), but the library records show to still be outstanding, the borrower may continue to borrow library materials until the material is three (3) weeks overdue. Then the item is declared "Lost" and a bill will be sent (as above).

Lost Materials

Overdue materials are considered lost after a specific period based on the demand for the material and must be paid for by the borrower. The charge will be based on the current replacement price of the item, plus the processing fee. Examples of price sources are *Books in Print*, vendor catalogs, cover price of a current magazine issue, etc. If the lost item is not listed in any of the standard sources, the charge will be estimated by the Library based on the average cost of a current item similar to the one lost. A borrower, at the discretion of the Adult & Youth Manager, may provide a replacement copy but will still be obligated to pay the processing fee (as processing must be performed for the item to be used by the Library).

Should the lost material be found and returned in good condition, the Library will refund the cost of the material, but not the processing fee. The returned material must be accompanied by the receipt for paid replacement charges.

A borrower may keep any item for which he/she is required to pay the replacement cost, provided all his/her fees are fully paid.

Damaged Materials

Charges for damaged material will vary with the extent of the damages. Charges may include rebinding or replacement costs. The charges will be determined by library staff. A borrower, at the discretion of the Adult & Youth Manager, may provide a replacement copy but will still be obligated to pay the processing fee (as processing must be performed for the item to be used by the Library).

Forgiveness of Fees

Patrons who have lost and damaged materials may request a one-time “forgiveness” of the costs associated with losing an item or damage of an item. If the “forgiveness” waiver is not desired, it is also possible to establish a payment plan for outstanding fees on the patron’s library record.

Equipment for Public Use

Photocopier	Fees for photocopies are a revenue source for the Friends of the Library but payable at the Circulation Desk.
Fax Machine	There is a fee for each page received or sent, including the cover page, except documents pertaining to job searches.
Public Computers, Internet Workstations, Scanner, Printer	There is no fee for the use of this equipment. A fee is charged for each page printed.
Wi-Fi Hot Spots, E-readers, Library of Things (see Circulation for current list)	These items are treated like library materials – shown in the library catalog, checked out, and subject to the same borrowing guidelines.