

MacDonald Public Library Circulation Policy

Adopted: July 2023

Next scheduled review: August 2026

Purpose

A foundational purpose of the library is to make reading and other materials available for cardholders in a fair and equal manner. The MacDonald Public Library (MPL) Circulation Policy sets the guidelines for patrons in borrowing library materials and lists the fees for overdue and lost items. These functions are undertaken to further the mission of the MPL.

General

In order to borrow materials, patrons must present their valid library card and owe less than \$5.00. Existing patrons may also check out using a valid driver's license. Patrons may not use another person's card to check items out unless the cardholder has given express permission to specific users; this permission may be granted in-person by the cardholder. Lost library cards may be replaced. Full-use library cards must be renewed every three years to ensure that contact information is accurate. Courtesy cards must be renewed each year.

Patron Responsibilities

Patrons are responsible for all items checked out on their card. Materials should be returned on or prior to their due date. Patrons are responsible for ensuring their account has their current contact information, including name, address, phone number, and, optionally, email. In case of a lost or stolen card, patrons should contact the library to prevent misuse. It is the responsibility of the parent or guardian who signed the minor's library card application to pay for lost or damaged items when children are under the age of 18. A patron transitioning to an adult card may request that fines or fees incurred when they were a minor be waived.

Circulation

There are no check out limits for materials for full-use cards. Loans periods are below:

Item type	Loan period	Automatic renewals
All other items	21 days	Yes, 4 renewals*
14-day collection	14 days	No
New collection	21 days	Yes, 1 renewal*
New DVDs	7 days	Yes, 1 renewal*
DVDs, CDs, magazines	7 days	Yes, 4 renewals*
Reference, new magazines, newspapers	In-house use only	N/A
Kits, games, book club kit	21 days	Yes, 2 renewals*

*items will automatically renew unless another patron places a hold on the item

The MacDonald Public Library does not charge overdue fines.

Full-Use Card Eligibility

All residents of the City of New Baltimore may apply for a library card. Proof of residency is required; driver's license, Michigan ID card, lease or mortgage document, or two utility bills are accepted.

Minor applicants will need a parent or legal guardian's co-signature. Co-signers must present proper ID. It is the responsibility of a minor's parent or legal guardian to regulate all access to and use of library materials including the Internet. The library does not offer customized restrictions to specific collections or services.

In addition, library cards (at no charge) may be obtained by persons living outside the City of New Baltimore, if they own a business or property within the City, upon showing proof of ownership (tax bill/receipt, business license, etc.).

This card provides full borrowing and interlibrary loan privileges to the holder and is valid at all Suburban Library Cooperative (SLC) libraries and branches. Card holders may visit and check out the collections of other SLC libraries. Please note that this policy does not reflect the circulation limits or loan periods of other SLC libraries. In addition, items checked out from other SLC libraries may be returned to them by dropping them off at MacDonald Public Library.

Courtesy Card Eligibility

Courtesy cards are available to:

- Casco Township Residents (by contractual agreement with Casco, the township pays the Library to provide library services for its residents)
- Minors currently enrolled in the Anchor Bay School District and Immaculate Conception School
- Persons 55 years of age or older
- Persons living outside the service area but employed by the City of New Baltimore, upon showing proof of employment
- Persons living outside the service area but teach in the Anchor Bay School District and Immaculate Conception School, upon showing proof of employment

A Courtesy card provides borrowing privileges from our library only and must be renewed yearly. Holds can be placed on our materials only; patrons may not place items on inter-library loan (per SLC policies).

Non-Resident Cards

Non-residents who are ineligible for a courtesy card may elect to purchase a library card. Options are:

1. \$75.00/year/family for a Courtesy card

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2. \$200.00/year/family for a SLC Full-Use card. All family members must be present at time of purchase to receive a card (per SLC policies).