

Ann Arbor District Library
Circulation

3.1 A Issuance of Library Cards

Application for a new library card may be made at any circulation desk of the Ann Arbor District Library.

The Ann Arbor District Library issues resident and non-resident library cards to patrons regardless of age.

3.1Aa Persons Under 18 Years of Age

Must have application signed by parent or an adult acting 'in loco parentis' for the minor.

A library card may be issued to anyone (babies included) regardless of applicant's age.

The person who signs the library card application for a child under the age of 18 years is responsible for any outstanding fines, bills or overdue material on the child's library card.

3.1 B Resident Library Cards

To borrow from the Library without paying the non-resident fee, a user will be required to prove: residency, property ownership, or employment as instructional staff by the Ann Arbor Public Schools or the Washtenaw Intermediate School District. Procedures for such proof shall be established by the Circulation Department and approved by the Director.

3.1Ba Residents

Patrons who live within the Ann Arbor District Library boundaries may obtain a library card at no charge.

3.1Bb Non-Resident Property Owners or Renters

Property owners or renters (and their families) who do not reside within the Ann Arbor District Library boundaries, but who own or rent property within the Ann Arbor District Library boundaries are eligible for a library card at no charge.

Families include immediate family members living at the same address.

3.1Bc Non-Resident Retired Employee

A retired employee of the Ann Arbor District Library or its predecessor Ann Arbor Public Library, as verified by the District Library's Human Resources office, is eligible for a library card at no charge. ("Retiree" includes all former contractual employees, but not those who left the school/library system before retirement.)

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3.1Bd Borrowing Privileges For AAPS and WISD Employees

Non-resident instructional staff of the Ann Arbor Public School District and the Washtenaw Intermediate School District is eligible for a library card at no charge.

3.1C Non-Resident Library Card

Anyone who lives outside the Ann Arbor District Library boundaries or who does not own or rent property within the Ann Arbor District Library boundaries is considered a non-resident.

The fee for non-resident cards shall be \$150.00 per year for an individual card or for all cards issued to a family living at the same address.

Quarterly payment of \$37.50 is the minimum that will be accepted. Cards issued with quarterly payment will expire at the end of the paid current quarter.

The fee for a non-resident card will be waived for individual non-residents who qualify for services through the Washtenaw Library for the Blind or Physically Disabled @ AADL and their families living at the same address. All circulation policies will apply to this non-resident card including, but not limited to, issuance of cards, collection of fines, circulation of materials, renewal of materials, and lost materials.

3.1Ca Non-Resident Non-Traditional Families Sharing Living Quarters

Non-married people involved in a committed relationship with each other (and their children, if any) who share living quarters may apply for non-resident family cards. Proof of the same residence will suffice.

3.1Cb Non-Resident Student Teachers

Non-resident student teachers are not eligible for a free library card.

3.1Cc Refunds of Non-Resident Fee

Refunds will be given, if requested, prorated on a quarterly basis

3.1D Organizational Cards

A business or non-profit organization located within the Ann Arbor District Library boundaries is eligible for a free library card.

3.1Da Resident Business Library Cards

A business or non-profit organization located within the Ann Arbor District Library boundaries is eligible for a library card at no charge.

3.1Db Non-Resident Business Library Cards

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Businesses which are not located in the Ann Arbor District Library boundaries are eligible for a non-resident library card. Same requirements apply as resident business cards.

Membership fee is \$150.00 per year per business.

3.1Dc Tutor Cards

Any non-resident tutor who brings a letter from a licensed non-profit tutoring organization may be issued a library card at no charge.

3.1E Temporary Cards

3.1Ea Temporary Residents (Other Than Shelters)

Residents who are living at hotels or other residences and/or waiting until new homes in the Ann Arbor District Library boundaries are ready for occupancy, are eligible for a free library card.

3.1Eb Temporary Addresses

Residents of all other temporary addresses and shelters are eligible for a free library card.

3.1Ec Hospitalized Individuals

Individuals hospitalized in facilities within the Ann Arbor District Library boundaries may obtain a temporary library card at no charge.

3.1F MichiCard

The Ann Arbor District Library does not participate in the MichiCard program.

3.1G Homebound Patrons

Any resident of the Ann Arbor District Library boundaries who is temporarily or permanently homebound, is eligible to request Homebound Service.

3.1H Privacy of Patron Records

3.1Ha Michigan Library Privacy Act

The MLPA (amended 1996, Act 188, Imd. Eff. May 8, 1996) provides:

"Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard thereon, a library or an employee or agent of the library shall not release or disclose a library record or portion of a library record to any person without the written consent of the person liable for payment for or return of the materials identified in that library record."

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3.1Hb Patron Confidentiality

Access to a patron's record is permitted only to that patron. Access by other individuals is allowed only with the written permission of that patron. Transactions cannot be transferred from one patron record to another, including delinquencies.

Patron's record is not to be used to determine residency for anyone else.

Parents can only be given a total fine amount on their child's record unless a signed Release of Minor Child's Library Record (RMCLR) is on file. Individuals designated by the RMCLR may be given additional information about a child's record.

Unless designated by a RMCLR, titles cannot be given out to a parent, unless the child is present or verbally gives their approval over the telephone. A printout of the child's record or receipts for lost items which have been paid by the parent must be mailed to the child.

Books cannot be checked out to a patron without that patron's permission; possession of another patron's library card or valid picture I.D. implies permission to use the card. Patrons may designate another person to pick up material 'on hold' provided the material is checked out to the requesting patron.

Ann Arbor District Library staff will have the capability if requested to globally update account information for cards issued on a single address.

Patrons may opt in to a reading history service. Access to the history will be online only. Staff will not be able to retrieve or reproduce the reading histories.

3.1Hc Phone Request For Patron Library Card Information

A patron may request information about his/her library card record over the telephone. (S)/he must provide his/her borrower ID number or identifying information.

A parent may request information about a child's card, but information is limited to fine totals or to the number of overdue items unless there is a signed RMCLR allowing that parent access to the child's library record on file. A printout of the child's complete record may be mailed to the child.

3.1I Renewal of Library Card

A patron may renew his/her library card by appearing in person at any circulation desk of the Ann Arbor District Library and complying with the renewal procedure.

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3.1J Circulation of Material

Materials are circulated to patrons of the Ann Arbor District Library who have been issued library cards. The patron's card must be current and have no delinquencies which would stop checkout.

3.1K Reference Materials

Reference materials DO NOT CIRCULATE to staff members or patrons, unless the user has special written permission from the department head.

3.1L Stolen Items

Library materials stolen from a patron remain the responsibility of the patron. A receipt may be offered to the patron for insurance purposes.

3.1M Claims Returned

The library allows the use of the "claims returned" function to clear disputed items from a patron's record. A patron account may have a maximum of 5 "claims returned" items that have not been found and cleared. The "claims returned" function absolves the patron of responsibility for the item including responsibility for the replacement cost if the item is never found. Once the patron has been billed for an item and the item status is "billed", the "claims returned" function may not be used for that item.

3.1N Lost Material

3.1Na Billed Items

Material that is 45 days overdue is assumed lost, and patrons are billed for the cost of the item(s). Billed materials may not be returned for a refund after payment has been made.

3.1Nb Collection of Fines, Fees, Replacement Charges

Patron accounts will be sent to Unique Management for collection when the balance reaches \$40.00 in fines, fees, and/or replacement charges.

3.1Nc Refunds For Lost and Paid Materials

A patron may receive a refund if an item that has been lost and paid for is found and returned within 3 months of the item taking on "lost" status. The item being returned must be in library condition, as determined by the Circulation Supervisor. The amount of the refund will be the amount paid for the item minus the maximum overdue fine.

3.1O Renewal of Materials

Library materials checked out Downtown or at the Branch Libraries may be renewed at any circulation desk.

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3.1P Return of Materials

Library materials, except for art prints, may be returned to any branch of the Ann Arbor District Library. Art prints must be returned to the Downtown Circulation Desk.

3.1Q Payment Policy

Borrowing privileges will be suspended on an individual's use of his/her library card once charges of \$10 or more have accrued on that card. Partial payments will be accepted.

3.1R Fines

The Board directs the administration to develop rules and regulations to discourage the careless or malicious damage or destruction of library materials, and to encourage the timely return of materials on loan.

Financial penalties included in these rules and regulations should not exceed the cost of replacing or repairing the damaged or overdue materials.

Neither this policy nor the rules and regulations which shall derive there from should be construed as abrogation of the right to prefer legal charges against individuals perpetuating acts of vandalism or theft.

Fines are calculated from the date due.

Fines cannot be collected before an item is returned or renewed.

<u>MATERIALS</u>	<u>DAILY FINE</u>	<u>MAXIMUM FINE</u>
Books/Cassettes/CDs, Kits, CD-Roms, Books on Cassette, Books on CD, Art Prints, Zoom Lends Rentals, Magazines	\$ 0.25	\$ 10.00
Pamphlets/Maps/Pictures (from picture files)/Reading Group Guidelines	Fine exempt	
Videocassettes and DVDs	\$ 1.00	\$ 10.00

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3.1-A Issuance of Library Cards

Application for a new library card may be made at any ~~circulation~~public service desk of the Ann Arbor District Library.

The Ann Arbor District Library issues resident and non-resident library cards to patrons regardless of age.

3.1Aa Persons Under 18 Years of Age

Must have application signed by parent or an adult acting 'in loco parentis' for the minor.

A library card may be issued to anyone (babies included) regardless of ~~applicant's~~ age.

The person who signs the library card application for a child under the age of 18 years is responsible for any outstanding fines, bills or overdue material on the child's library card.

3.1-B Individual Library Cards Issued for no fee

To borrow materials from the Library without paying the non-resident fee, users will be required to prove they qualify for one of the categories listed below. Procedures for such proof shall be developed established by the Circulation Department and approved by the Director.

3.1Ba Residents

Patrons who live within the Ann Arbor District Library boundaries are eligible for may obtain a library card for no fee.

3.1Bb Non-Resident Property Owners or Renters

Property owners or renters (and their families) who do not reside within the Ann Arbor District Library boundaries, but who own or rent property within the Ann Arbor District Library boundaries, are eligible for a library card for no fee.

Families include persons living at the same address.

3.1Bc Resident Business Library Cards

Businesses or non-profit organizations located within the Ann Arbor District Library boundaries are eligible for library cards for no fee. Any W-2 employee of such a business or non-profit organization may use the resident business library cards for no fee.

3.1Bd Non-Resident Retired Employee

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A retired employee of the Ann Arbor District Library or its predecessor the Ann Arbor Public Library, as verified by the District Library's Human Resources office, is eligible for a library card for no fee. ("Retiree" includes all former ~~contractual~~ W-2 employees of the Library as defined in this section who did not separate from employment with the Library prior to, but not those who left the school/library system before retirement.)

3.1Be K-12 Instructional Staff and Students

Non-resident instructional staff and students of State approved schools serving students in grades K-12 located within Ann Arbor District Library boundaries are eligible for a library card for no fee.

3.1Bf Washtenaw Library for the Blind and/or Physically Disabled @ AADL pPatrons and their Ffamilies living at the same address

The fee for a non-resident card will be waived for individual non-residents who qualify for services through the Washtenaw Library for the Blind and/or Physically Disabled @ AADL and their families living at the same address. All circulation policies will apply to this non-resident card including, but not limited to, issuance of cards, collection of fines, circulation of materials, renewal of materials, and lost materials.

Families include persons living at the same address.

3.1Bg Tutor Cards

Any non-resident tutor who brings a letter from a licensed non-profit tutoring organization may be issued a library card for no fee.

3.1Bh Temporary Residents

Residents who are living at hotels, shelters, or other residences within the Ann Arbor District Library boundaries and/or are waiting until new homes in the Ann Arbor District Library boundaries are ready for occupancy are eligible for a temporary library card for no fee.

3.1Bi Hospitalized Individuals

Individuals hospitalized in facilities within the Ann Arbor District Library boundaries are eligible for ~~may obtain~~ a temporary library card for no fee.

3.1C Library Cards for a fee

Any person or business that does not qualify for a no fee library card under Section 3.1B of this policy ~~one who lives outside the Ann Arbor District Library boundaries or who does not own or rent property within the Ann Arbor District Library boundaries is considered a non-resident and is eligible for a non-resident library card. Businesses or non-profit organizations which are not located in the Ann Arbor District Library~~

Ann Arbor District Library Policy Manual, Policy 3.1: Circulation
Policy adopted 12/12/95—Resolution 96-034

Revisions adopted on 1/30/96—Resolution 96-102, 2/13/96—Resolution 96-102, 11/18/96—Resolution 97-108, 8/18/97—Resolution 98-036, 9/15/97, 3/16/98—Resolution 98-158, 3/13/00—Resolution 00-144, 1/9/01—Resolution 01-114, 9/11/01—Resolution 01-233, 10/8/01, 12/15/03—Resolution 04-113, 6/20/05, 6/19/06—Resolution 06-201, and 1/26/09—Resolution 09-140

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boundaries are eligible for non-resident library cards. Procedures for library card application shall be developed/established by the Circulation Department and approved by the Director.

The fee for a non-resident library cards shall be \$150.00 per year for an individual card or for all cards issued to people living or employees working at the same address.

Quarterly payment of \$37.50 is the minimum that will be accepted. Cards issued with quarterly payment will expire at the end of the paid current quarter.

Upon request, Refund a portion of the fee (\$150.00) for an annual non-resident library cards will be refunded/given, if requested, prorated on a quarterly basis for any unexpired quarter.

3.1 B Resident Library Cards

To borrow from the Library without paying the non-resident fee, a user will be required to prove: residency, property ownership, or employment as instructional staff by the Ann Arbor Public Schools or the Washtenaw Intermediate School District. Procedures for such proof shall be established by the Circulation Department and approved by the Director.

3.1Ba Residents

Patrons who live within the Ann Arbor District Library boundaries may obtain a library card at no charge.

3.1Bb Non-Resident Property Owners or Renters

Property owners or renters (and their families) who do not reside within the Ann Arbor District Library boundaries, but who own or rent property within the Ann Arbor District Library boundaries are eligible for a library card at no charge.

Families include immediate family members living at the same address.

3.1Bc Non-Resident Retired Employee

A retired employee of the Ann Arbor District Library or its predecessor Ann Arbor Public Library, as verified by the District Library's Human Resources office, is eligible for a library card at no charge. ("Retiree" includes all former contractual employees, but not those who left the school/library system before retirement.)

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3.1Bd Borrowing Privileges For AAPS and WISD Employees

Non-resident instructional staff of the Ann Arbor Public School District and the Washtenaw Intermediate School District is eligible for a library card at no charge.

3.1C Non-Resident Library Card

Anyone who lives outside the Ann Arbor District Library boundaries or who does not own or rent property within the Ann Arbor District Library boundaries is considered a non-resident.

The fee for non-resident cards shall be \$150.00 per year for an individual card or for all cards issued to a family living at the same address.

Quarterly payment of \$37.50 is the minimum that will be accepted. Cards issued with quarterly payment will expire at the end of the paid current quarter.

The fee for a non-resident card will be waived for individual non-residents who qualify for services through the Washtenaw Library for the Blind or Physically Disabled @ AADL and their families living at the same address. All circulation policies will apply to this non-resident card including, but not limited to, issuance of cards, collection of fines, circulation of materials, renewal of materials, and lost materials.

3.1Ca Non-Resident Non-Traditional Families Sharing Living Quarters

Non-married people involved in a committed relationship with each other (and their children, if any) who share living quarters may apply for non-resident family cards. Proof of the same residence will suffice.

3.1Cb Non-Resident Student Teachers

Non-resident student teachers are not eligible for a free library card.

3.1Cc Refunds of Non-Resident Fee

Refunds will be given, if requested, prorated on a quarterly basis.

3.1D Organizational Cards

A business or non-profit organization located within the Ann Arbor District Library boundaries is eligible for a free library card.

3.1Da Resident Business Library Cards

A business or non-profit organization located within the Ann Arbor District Library boundaries is eligible for a library card at no charge.

3.1Db Non-Resident Business Library Cards

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~~Businesses which are not located in the Ann Arbor District Library boundaries are eligible for a non-resident library card. Same requirements apply as resident business cards.~~

~~Membership fee is \$150.00 per year per business.~~

~~3.1De Tutor Cards~~

~~Any non-resident tutor who brings a letter from a licensed non-profit tutoring organization may be issued a library card at no charge.~~

~~3.1E Temporary Cards~~

~~3.1Ea Temporary Residents (Other Than Shelters)~~

~~Residents who are living at hotels or other residences and/or waiting until new homes in the Ann Arbor District Library boundaries are ready for occupancy, are eligible for a free library card.~~

~~3.1Eb Temporary Addresses~~

~~Residents of all other temporary addresses and shelters are eligible for a free library card.~~

~~3.1Ec Hospitalized Individuals~~

~~Individuals hospitalized in facilities within the Ann Arbor District Library boundaries may obtain a temporary library card at no charge.~~

~~3.1DF MichiCardMILibraryCard~~

~~The Ann Arbor District Library does not participate in the MichiCard-MILibraryCard program.~~

~~3.1EG Homebound Patrons~~

~~Any resident of the Ann Arbor District Library boundaries who is temporarily or permanently homebound, is eligible to request Homebound Service.~~

~~3.1FH Privacy of Patron Records~~

~~3.1FHa Michigan Library Privacy Act (MLPA)~~

~~The MLPA (MCL 397.601 et seq. amended 1996, Act 188, Imd. Eff. May 8, 1996) Section 3 provides:~~

~~"Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard thereon, a library or an employee or agent of the library shall not release or disclose a library record or portion of a library record~~

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to any person without the written consent of the person liable for payment for or return of the materials identified in that library record."

3.1 ~~FHb~~ Patron Confidentiality of Library Record

~~Absent a court order, Access to documents, records or other information retained by the Ann Arbor District Library information in a patron's record 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") may only be disclosed or released by the Library to the patron or to another person with the written consent of the patron or a person designated in writing by person liable for payment for or return of the materials identified in that library record is permitted only to that patron. A patron may request information about his/her library card record over the telephone. (S)/he must provide his/her borrower ID number or identifying information. Access by other individuals is allowed only with the written permission of that patron.~~

A Library Record is not subject to disclosure under the Michigan Freedom of Information Act.

Transactions cannot be transferred from one patron record to another, including ~~delinquencies fines or fees.~~

A Ppatron's record is not to be used to determine residency for anyone else.

~~Parents can only be given a total fine amount on their child's record unless a signed Release of Minor Child's Library Record (RMCLR) is on file. Individuals designated by the RMCLR may be given additional information about a child's record.~~

~~A parent may request information about a child's card, but information is limited to fine totals or to the number of overdue items unless there is a signed RMCLR allowing that parent access to the child's library record on file. A printout of the child's complete record may be mailed to the child.~~

~~Unless designated by a RMCLR, titles cannot be given out to a parent, unless the child is present or verbally gives their approval over the telephone. A printout of the child's record or receipts for lost items which have been paid by the parent must be mailed to the child.~~

Books-Materials cannot be checked out to a patron without that patron's permission; possession of another patron's library card or valid picture I.D. implies permission to use the card. Patrons may designate another person to pick

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up material 'on hold' provided the material is checked out to the requesting patron.

~~Ann Arbor District Library staff will have the capability if requested to globally update account information for cards issued on a single address.~~

Patrons may opt in to a checkoutreading history service. Access to the history will be online only. Staff will not be able to retrieve or reproduce the reading histories.

~~3.1He Phone Request For Patron Library Card Information~~

~~A patron may request information about his/her library card record over the telephone. (S)/he must provide his/her borrower ID number or identifying information.~~

~~A parent may request information about a child's card, but information is limited to fine totals or to the number of overdue items unless there is a signed RMCLR allowing that parent access to the child's library record on file. A printout of the child's complete record may be mailed to the child.~~

3.1I-GI Renewal of Library Card

A patron may renew his/her library card by appearing in person at any circulation-public service desk of the Ann Arbor District Library and complying with the renewal procedure.

3.1JH Circulation of Material

Materials are circulated to patrons of the Ann Arbor District Library who have been issued library cards. The patron's card must be current and have no delinquencies which would stop checkout of Library materials.

3.1KI Reference Materials

Reference materials ~~do not DO NOT CIRCULATE~~ circulate to staff members or patrons, ~~unless the user has special~~ without written permission from ~~the a~~ department manager or supervisorhead.

3.1LJ Stolen Items

Library materials stolen from a patron remain the responsibility of the patron. A receipt may be offered to the patron for insurance purposes.

3.1MK Claims Returned

The Library allows the use of the "claims returned" function to clear disputed items from a patron's record. A patron account may have a maximum of 5 "claims returned" items that have not been found and cleared. The "claims returned" function absolves the patron

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of responsibility for the item including responsibility for the replacement cost if the item is never found. Once the patron has been billed for an item and the item status is "billed", the "claims returned" function may not be used for that item.

3.1NL Lost Material

3.1NLa Refunds For "Lost" or "Billed" Materials

A patron may receive a refund for payment of a "lost" or "billed" item that is returned within three (3) months after being designated as "lost" or "billed" by the Library status. The item being returned must be in library condition, as determined by a Circulation Supervisor. The amount of the refund will be the amount paid for the item minus the maximum overdue fine.

Billed Items

Material that is 45 days overdue is assumed lost, and patrons are billed for the cost of the item(s). Billed materials may not be returned for a refund after payment has been made.

3.1NLb Collection of Fines, Fees, Replacement Charges

Patron accounts will be sent to a commercial collection agency designated by the Ann Arbor District Library Unique Management for collection when there is an unpaid balance of \$40.00 or more in fines, fees, and/or replacement charges.

3.1NLc Refunds For Lost and Paid Materials

A patron may receive a refund if an item that has been lost and paid for is found and returned within 3 months of the item taking on "lost" status. The item being returned must be in library condition, as determined by the Circulation Supervisor. The amount of the refund will be the amount paid for the item minus the maximum overdue fine.

3.1OM Renewal of Materials

Eligible Library materials checked out Downtown or at the Branch Libraries may be renewed at any circulation-public service desk.

3.1PN Return of Materials

Library materials, except for art prints, may be returned to any branch of the Ann Arbor District Library location. Art prints must be returned to the Downtown Circulation Desk.

3.1QO Payment Policy

Borrowing privileges under will be suspended on an individual's use of his/her library card will be suspended once the amount owed on the card exceeds \$10 charges of \$10 or more have accrued on that card. Partial payments will be accepted.

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3.1 RP Fines

Library Administration is authorized to ~~The Board directs the administration to~~ develop operational policies ~~rules and regulations~~ to discourage the careless or malicious damage or destruction of Library materials, and to encourage the timely return of materials on loan.

Financial penalties included in this policy ~~these rules and regulations~~ or any procedures developed by the Library and approved by the Library Director should not exceed the cost of replacing or repairing the damaged or overdue materials.

Neither this policy nor any procedures developed by the Library to implement it ~~nor the rules and regulations which shall derive there from~~ should be construed as abrogation of the right to prefer legal charges against individuals perpetuating acts of vandalism or theft.

Fines are calculated from the date due.

Fines cannot be collected before an item is returned or renewed.

<u>MATERIALS</u>	<u>DAILY FINE</u>	<u>MAXIMUM FINE</u>
Videos and Tools	\$1.00	\$10.00
All other materials	\$0.25	\$10.00

3.1 P Collection of Fines, Fees, Replacement Charges

Patron accounts will be sent to a commercial collection agency designated by the Ann Arbor District Library for collection when there is an unpaid balance of \$40.00 or more of fines, fees, and/or replacement charges.

Books/Cassettes/CDs, Kits, CD-Roms,

Books on Cassette, Books on CD,

Art Prints, Zoom Lends Rentals,

Magazines \$ 0.25 \$ 10.00

Pamphlets/Maps/Pictures

(from picture files)/Reading

Group Guidelines Fine exempt

Videocassettes and DVDs \$ 1.00 \$ 10.00

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3.1A Issuance of Library Cards

Application for a new library card may be made at any public service desk of the Ann Arbor District Library.

The Ann Arbor District Library issues resident and non-resident library cards to patrons regardless of age.

3.1Aa Persons Under 18 Years of Age

Must have application signed by parent or an adult acting 'in loco parentis' for the minor.

A library card may be issued to anyone (babies included) regardless of age.

The person who signs the library card application for a child under the age of 18 years is responsible for any outstanding fines, bills or overdue material on the child's library card.

3.1B Individual Library Cards Issued for no fee

To borrow materials from the Library without paying the non-resident fee, users will be required to prove they qualify for one of the categories listed below. Procedures for such proof are developed by the Circulation Department and approved by the Director.

3.1Ba Residents

Patrons who live within the Ann Arbor District Library boundaries are eligible for a library card for no fee.

3.1Bb Non-Resident Property Owners or Renters

Property owners or renters (and their families) who do not reside within the Ann Arbor District Library boundaries, but who own or rent property within the Ann Arbor District Library boundaries, are eligible for a library card for no fee.

Families include persons living at the same address.

3.1Bc Resident Business Library Cards

Businesses or non-profit organizations located within the Ann Arbor District Library boundaries are eligible for library cards for no fee. Any W-2 employee of such a business or non-profit organization may use the resident business library card for no fee.

3.1Bd Non-Resident Retired Employee

A retired employee of the Ann Arbor District Library or its predecessor the Ann Arbor Public Library, as verified by the District Library's Human Resources

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office, is eligible for a library card for no fee. ("Retiree" includes all former W-2 employees of the Library as defined in this section who did not separate from employment with the Library prior to retirement.)

3.1Be K-12 Instructional Staff and Students

Non-resident instructional staff and students of State approved schools serving students in grades K-12 located within Ann Arbor District Library boundaries are eligible for a library card for no fee.

3.1Bf Washtenaw Library for the Blind and Physically Disabled @ AADL Patrons and their Families

The fee for a non-resident card will be waived for individual non-residents who qualify for services through the Washtenaw Library for the Blind and Physically Disabled @ AADL and their families. All circulation policies will apply to this non-resident card including, but not limited to, issuance of cards, collection of fines, circulation of materials, renewal of materials, and lost materials.

Families include persons living at the same address.

3.1Bg Tutor Cards

Any non-resident tutor who brings a letter from a licensed non-profit tutoring organization may be issued a library card for no fee.

3.1Bh Temporary Residents

Residents who are living at hotels, shelters, or other residences within the Ann Arbor District Library boundaries and/or are waiting until new homes in the Ann Arbor District Library boundaries are ready for occupancy are eligible for a temporary library card for no fee.

3.1Bi Hospitalized Individuals

Individuals hospitalized in facilities within the Ann Arbor District Library boundaries are eligible for a temporary library card for no fee.

3.1C Library Cards for a fee

A person or business that does not qualify for a no fee library card under Section 3.1B of this policy is eligible for a non-resident library card. Procedures for library card application are developed by the Circulation Department and approved by the Director.

The fee for a non-resident library card is \$150.00 per year for an individual card or for all cards issued to people living or employees working at the same address.

Quarterly payment of \$37.50 is the minimum that will be accepted. Cards issued with quarterly payment will expire at the end of the paid current quarter.

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Circulation

Upon request, a portion of the fee (\$150.00) for an annual non-resident library card will be refunded prorated on a quarterly basis for any unexpired quarter.

3.1D MILibraryCard

The Ann Arbor District Library does not participate in the MILibraryCard program.

3.1E Homebound Patrons

Any resident of the Ann Arbor District Library boundaries who is temporarily or permanently homebound is eligible to request Homebound Service.

3.1F Privacy of Patron Records

3.1Fa Michigan Library Privacy Act (MLPA)

The MLPA (MCL 397.601 *et seq.*) Section 3 provides:

"Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard thereon, a library or an employee or agent of the library shall not release or disclose a library record or portion of a library record to any person without the written consent of the person liable for payment for or return of the materials identified in that library record."

3.1Fb Confidentiality of Library Record

Absent a court order, documents, records or other information retained by the Ann Arbor District Library 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") may only be disclosed or released by the Library to the patron or to another person with the written consent of the patron or a person designated in writing by person liable for payment for or return of the materials identified in that library record. A patron may request information about his/her library card record over the telephone. (S)/he must provide his/her borrower ID number or identifying information. Access by other individuals is allowed only with the written permission of that patron.

A Library Record is not subject to disclosure under the Michigan Freedom of Information Act.

Transactions cannot be transferred from one patron record to another, including fines or fees.

A patron's record is not to be used to determine residency for anyone else.

Ann Arbor District Library

Circulation

Materials cannot be checked out to a patron without that patron's permission; possession of another patron's library card or valid picture I.D. implies permission to use the card. Patrons may designate another person to pick up material 'on hold' provided the material is checked out to the requesting patron.

Patrons may opt in to a checkout history service. Access to the history will be online only. Staff will not be able to retrieve or reproduce the reading histories.

3.1G Renewal of Library Card

A patron may renew his/her library card by appearing in person at any public service desk of the Ann Arbor District Library and complying with the renewal procedure.

3.1H Circulation of Material

Materials are circulated to patrons of the Ann Arbor District Library who have been issued library cards. The patron's card must be current and have no delinquencies which would stop checkout of Library materials.

3.1I Reference Materials

Reference materials do not circulate to staff members or patrons without permission from a department manager or supervisor.

3.1J Stolen Items

Library materials stolen from a patron remain the responsibility of the patron. A receipt may be offered to the patron for insurance purposes.

3.1K Claims Returned

The Library allows the use of the "claims returned" function to clear disputed items from a patron's record. A patron account may have a maximum of 5 "claims returned" items that have not been found and cleared. The "claims returned" function absolves the patron of responsibility for the item including responsibility for the replacement cost if the item is never found. Once the patron has been billed for an item and the item status is "billed", the "claims returned" function may not be used for that item.

3.1L Refunds for "Lost" or "Billed" Materials

A patron may receive a refund for payment of a "lost" or "billed" item that is returned within three (3) months after being designated as "lost" or "billed" by the Library. The item being returned must be in library condition, as determined by a Circulation Supervisor. The amount of the refund will be the amount paid for the item minus the maximum overdue fine.

3.1M Renewal of Materials

Eligible Library materials checked out Downtown or at the Branch Libraries may be renewed at any public service desk.

Ann Arbor District Library Policy Manual, Policy 3.1: Circulation
Policy adopted 12/12/95—Resolution 96-034

Revisions adopted on 1/30/96—Resolution 96-102, 2/13/96—Resolution 96-102, 11/18/96—Resolution 97-108, 8/18/97—Resolution 98-036, 9/15/97, 3/16/98—Resolution 98-158, 3/13/00—Resolution 00-144, 1/9/01—Resolution 01-114, 9/11/01—Resolution 01-233, 10/8/01, 12/15/03—Resolution 04-113, 6/20/05, 6/19/06—Resolution 06-201, and 1/26/09—Resolution 09-140
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3.1N Return of Materials

Library materials may be returned to any Ann Arbor District Library location.

3.1O Payment Policy

Borrowing privileges under an individual's library card will be suspended once the amount owed on the card exceeds \$10. Partial payments will be accepted.

3.1P Fines

Library Administration is authorized to develop operational policies to discourage the careless or malicious damage or destruction of Library materials, and to encourage the timely return of materials on loan.

Financial penalties included in this policy or any procedures developed by the Library and approved by the Library Director should not exceed the cost of replacing or repairing the damaged or overdue materials.

Neither this policy nor any procedures developed by the Library to implement it should be construed as abrogation of the right to prefer legal charges against individuals perpetuating acts of vandalism or theft.

Fines are calculated from the date due.

Fines cannot be collected before an item is returned or renewed.

<u>MATERIALS</u>	<u>DAILY FINE</u>	<u>MAXIMUM FINE</u>
Videos and Tools	\$1.00	\$10.00
All other materials	\$0.25	\$10.00

3.1 P Collection of Fines, Fees, Replacement Charges

Patron accounts will be sent to a commercial collection agency designated by the Ann Arbor District Library for collection when there is an unpaid balance of \$40.00 or more of fines, fees, and/or replacement charges.