

Circulation Policy

Borrowing Privileges

The Shiawassee District Library (SDL) issues resident and non-resident library cards. All patrons who borrow materials must be registered and show their library card to borrow materials. An SDL card can only be used by the patron to whom the card was issued. SDL cards are not *transferable*.

Library materials will not be charged to any patron who does not show their SDL card at the time of check out. Patrons are responsible for all materials borrowed on their card. If a library card is lost or stolen, report it to the circulation desk immediately. SDL is not responsible for fraudulent use of a library card if the card is not reported as lost or stolen to the SDL staff. Patrons may be charged a minimal fee for replacement of a lost, stolen, or damaged library card. The library staff reserves the right to require any patron to verify his/her identity upon request.

Proof of current residency or of property ownership must be presented at the time of application. Identification determines the type of card (if any) a patron will be eligible for. Parent or legal guardian ID will be used as verification for a minor child. Acceptable forms of identification include:

One of the Following

- Valid Michigan Driver's License
- Valid Michigan ID card issued by the Secretary of State
- Recently expired or voided State ID card along with renewal paperwork from the Secretary of State

Any Combination of both a photo ID and proof of address from the following:

- Recently expired state issued picture ID or any other current picture ID
- Tax Bill for property located in SDL legal service area
- A current lease agreement for residential real property
- A current property deed for real property
- A current real property tax receipt for real property
- A rent receipt for real property
- A valid voter registration card
- A current student ID

Resident Cards

Resident cards are issued to residents or property owners in SDL's legal service area which consists of the City of Durand, City of Owosso, Owosso Charter Township, Bennington Township, and Rush Township. Residents are able to use all of the services and collections provided by SDL including physical collections, digital resources, downloadable materials, and interlibrary loan. Resident cards must be renewed every three years.

Non-Resident and Fee Cards

Non-resident cards may be issued to those living outside our legal service for a fee of \$82.00 per household. People who live outside our legal service area but whose home libraries have reciprocal borrowing agreements with SDL may be issued a library card at no charge. ***Non-resident cards offer limited access to library services.***

Other Limited Access Cards may be issued to those attending school, teaching, or residing in temporary housing in certain circumstances. *These cards may have additional restrictions or borrowing limits.*

SDL is a Fine-Free Library

The Shiawassee District Library believes in free and equal access for all. Access for everyone is to everyone's advantage—we all benefit from a curious and engaged community. For this reason, we choose not to charge overdue fines to our patrons on our materials. (Charges for lost and damaged items still apply.) We want to do our part to make it as easy and enjoyable as possible for everyone to use the library.

In return, we ask everyone to do their part to be responsible library users. Patrons should make a habit of returning items on or before the due date. It's not just the right thing to do—it's how libraries work. If an item is overdue, reminders will be sent using text messages, emails, and/or mailings.

Auto Renewal

In order to make the renewal process easy for our patrons, we provide an auto-renewal service. Items belonging to the Shiawassee District Library will automatically renew up to two times as long as there are no other patrons waiting for the items. Items belonging to other libraries will not renew automatically, but may be renewed according to normal interlibrary loan guidelines.

Suspension of Borrowing Privileges

If items are not returned within the renewal period, they will be set to *Lost* status. Patrons will be responsible for paying for materials charged to their card if the materials are lost or damaged beyond repair. At this time, borrowing privileges will be suspended until the item is either returned or paid for. The actual replacement cost or an estimated price as determined by the Department Head or Library Director will be charged. Replacement with an identical item in good condition by the patron may be considered as payment for a lost or damaged item.

In the event of loss by fire, theft, or other circumstances outside the control of the patron, the Department Head, in consultation with the Library Director, may use his/her discretion in determining a fair payment. Staff will take into consideration the special circumstances and insurance coverage related to Acts of God in determining payment due; staff may excuse a patron for the loss of materials in extenuating circumstances.

Circulation of Library Materials

A. Circulation Periods

1. The following library materials circulate for 3 weeks:
 - a. Books
 - b. Paperbacks
 - c. CD Audiobook
 - d. Compact discs

1. The following materials circulate for 1 week:
 - a. Periodicals (Current Issues do not circulate at the Owosso Branch)
 - b. DVDs

1. The following materials do not circulate:
 - a. Reference materials
 - c. Newspapers
 - d. Most special collections

1. There is generally no limit on how many items a patron may check out, however the Library Director may place limits for patrons under certain circumstances or on certain collection types.

1. When the due date falls on a holiday (or any day the library will be closed), circulation periods are extended to the first day the library will be open.

1. Exceptions may occasionally be made to the above circulation periods for special circumstances approved by either the Director or Branch Librarian.

Adopted November 3, 2021