

The basic purpose of the New Buffalo Township Public Library Circulation Policy is four fold:

1. To make materials widely available.
2. To provide maximum use of the materials collection.
3. To facilitate requests for materials.
4. To provide for the retrieval of overdue materials.

### **Library Cards**

Proof of identification is required to obtain a Library Card. A driver's license or State ID is preferred; however, other picture identification such a student ID or a State ID card may be used.

Proof of residency must be presented along with picture ID if you do not have a local driver's license. A current utility bill, property tax bill, or auto insurance bill showing your residency will be accepted.

When the applicant is a second homeowner with an out-of-state driver's license, he/she must show proof of local property ownership. Any of the above mentioned forms of identification may be used as long as the item has both the applicant's name and local address on it.

If an applicant wishes a family member or friend to use their account they must name that person(s) on the application. Only those who are on the application will have access to the account.

All borrowers must be registered and must present their library card at the time of borrowing materials. When parents/guardians and their children ask to check books out on each other's cards, they may only do so if they present the card, and are indicated on their application or personally accompany each other. Library Cards shall expire one (1) year from date of issue and must be renewed for continued borrowing privileges.

\*Please note that library cards may take up to 1 week to process. Your card will be on file at the library for pick up.

Resident, Second Homeowner/Resident, Non-Resident

Free library cards are available to: Any resident, property owner or renter with a permanent residence in New Buffalo City, New Buffalo Township and Chikaming Township.

Teachers: Any teacher employed by the New Buffalo Area Schools or St. Mary of the Lake Elementary School is entitled to a library card.

### **Non-Resident Library Card**

Cards are available to individuals and institutions at a payment of \$34 per year. Each non-resident library card shall be pro-rated at \$2.83 per month to the end of the year. Non-resident cardholders shall be billed annually in December for the following year and will not be pro-rated. Non-renewed cardholders will not be allowed to check out materials until the annual fee has been paid. Non-residents are those who do not pay taxes in the City or Township of New Buffalo, or do not live in Chikaming Township. The fee for the non-resident card is based on what library tax would cost to a median resident taxpayer.

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### **Library Cards for Minors**

The Library will issue cards to both resident and non-resident minors under the age of eighteen (18) years of age when they are accompanied by a parent or legal guardian who authorizes issuance of the card and signs for the minor.

### **Temporary Card**

No temporary library cards will be issued. Patrons should be referred to the library's used book sale.

### **Visiting Patrons**

MeLCat Visiting Patron Service - visitors from libraries that participate in Mel Cat ([check list](#)) may check out materials by presenting a currently valid library card from the participating library and a picture ID. All other services, such as Mel Cat, must be transacted at their home library.

## **Versa Card (Apollo Shared Catalog)**

Patrons whose home libraries share our Versa Catalog system may use their library card from their home library, listed below, to borrow library materials. All services, such as Mel and OverDrive must be obtained at their home library.

Three Oaks Township Public Library, Three Oaks, MI (6 miles)

Buchanan District Library, Buchanan, MI (19 miles)

Berrien Springs Community Library, Berrien Springs, MI (23 miles)

Eau Claire District Library, MI (26 miles)

Watervliet District Library, Watervliet, MI (36 miles)

Marcellus Township Wood Memorial Library, Marcellus, MI (50 miles)

St. Joseph/Maude Preston Public Library Reciprocal Agreement  
Patron's whose home library is St. Joseph/Maude Preston Public Library may borrow materials from New Buffalo Township Library, and those whose home library is New Buffalo Township may borrow materials from St. Joseph. However, all other services, such as Mel Cat, must be transacted at their home library.

## **Loan Periods**

### Books

1. Three (3) weeks for most books. Books may be renewed two times. However, if there are reserves on file for a particular book, Staff shall inform patrons of the reserves and ask that the book be returned as soon as possible instead of renewing it.
2. One (1) week and two (2) weeks for books designated limited loan. These are books that are in high demand and are called "7 day books" and "14 day books." Renewals will not be allowed for "7 day books" and "14 day books."
3. One (1) week for seasonal holiday books. When not in season, a holiday book may be converted to a three (3) week checkout. Staff will determine this.
4. Reference materials are for library use only, but the Staff will make up to five (5) free copies per day for patrons from these materials.

5. Inter-Library (Mel Cat) Loans are due the date indicated by the Lending Library.

### **Periodicals**

1. Two (2) weeks for all magazines. Renewals not allowed.
2. Library selected newest issues of certain magazines shall remain in the Library.

### **Audio Books**

Audiobooks shall be checked out the same as regular books. The rules stated in Books.

### **DVDs**

DVDs may be checked out for 1 week (7days). Three (3) DVDs per family may be checked out at a time.

### **Extended Loans**

Patrons may be granted extended loan periods for a special need or to cover times when they will be out of town. The Library will determine which materials it will lend for extended loans. (For example: materials in heavy demand may be excluded.)

### **Limits on Materials**

Limits as to the number of materials allowed in any given subject area are determined by the Staff. As a general rule, three (3) materials on any non-fiction subject is the limit.

### **Patron Claims Materials Returned**

When a patron claims he or she has returned a material, but the Library has no record of its return and the Staff cannot locate the material, the Staff shall explain to the patron that records show that the materials has not been returned. The Staff will keep looking for it, and ask the patron to do the same. Staff will note on the computer that the material is claimed to be returned so any future contacts will be made with that knowledge.

### **Lost and Damaged Materials**

If a patron has damaged or lost an item, the staff will notify the patron of the repair cost or the replacement cost of the material. Patrons will be responsible for the cost of the lost or damaged item. DVD's, compact discs, or Playaways that have been damaged will be replaced, not repaired. All items, including books will be paid for, not replaced by the patron. There will be no refunds for items that have been paid for.

## **Reserves**

Patrons may place reserves either in person, online or over the telephone. Patrons placing materials on reserve will be notified by email or telephone when the materials are available. The materials must be claimed within one (1) week of notice and within two (3) days for books with long reserves, such as 7-day books. DVDs may not be reserved.

## **Material Content**

In accordance with the American Library Association Bill of Rights, we provide materials and information presenting all points of view. We recommend that patrons preview video cassettes to ensure suitability for family viewing. It is in accordance with the Library's policy that individuals make their own determination with regard to this matter. In some instances, ratings can be provided as a convenience but not as a matter of Library Policy.

## **DESELECTION OF MATERIALS**

Materials that no longer fit the stated mission and service priorities of the library will be withdrawn from the collection. This may include materials that are damaged, that include obsolete information, or that have not been used within a reasonable period of time. Decisions will be based on accepted professional practice, such as those described in *The CREW Method*, and the professional judgment of the library director or designated staff. When necessary, local specialists will be consulted to determine the continued relevance, worth or reliability of materials.

Items withdrawn from the collection will be disposed of in accordance with local law, which permits discarding worn, dirty, or dangerously outdated material into the trash, recycling of paper, or transfer to the Friends of The New Buffalo Township Public Library for sale. No withdrawn items may be sold or given directly to individuals or groups; however, items that do not sell in the Friends sale may be transferred to other nonprofit organizations or placed in a "free" area for anyone to take. Discarded magazines and newspapers may be given to other area libraries or social service agencies or recycled at the discretion of the library director.

## Return of Materials

All items are expected to be returned on or before their due date. Two book drop boxes are provided for returning books. During library hours Patrons may use the drop box located in the lobby. After hours Patrons may use the outside drive up drop box located on the east side of the building. Please note that the drop boxes are checked by staff 30 minutes prior to closing. All items deposited in the drop box after this time will not be checked until the next day, and will be considered overdue.

## Fines and Fees

### Materials Overdue

Director's discretion in collection of overdue items.

3 weeks (21 days overdue) send letter of notification. 4 weeks, send out a bill and suspend patron.

Item	Daily Fine	Max Fine
Books, Audio Books, Magazines	.10	5.00
DVD's	1.00	5.00
7 Day Books	1.00	5.00
Holiday Books	1.00	5.00
Library Card Replacement	1.00	

## Suspended

A patron will be put in a "SUSPENDED" status when:

1. The Library is unable to contact the patron by U.S. Mail, i.e. moved with no forwarding address, undeliverable, etc; or
2. The patron has not responded to a bill within 1 week for materials that have not been returned; or
3. The patron has outstanding fines totaling \$3.00 or more for one (1) month or longer for returned materials.
4. The patron has fines totaling ten dollars (\$10.00) or more.
5. The patron owes for lost or damaged materials for one (1) month or longer.

No checkouts will be allowed to a suspended patron. Patrons must pay the entire amount of fines before privileges are reinstated. Three (3) or more suspensions shall result in the patron losing his/her library privileges. The patron will then have to apply to the Library Board for reinstatement of his/her library card.

### **Withdrawn**

A patron will be put in a "WITHDRAWN" status when:

1. The Library is unable to contact the patron by U.S. Mail, i.e. moved with no forwarding address, undeliverable, etc.; or
  2. The patron has not returned material checked out for one (1) year or longer; or
  3. The patron has unpaid fines for one (1) year or longer; or
  4. The patron is a non-resident with an expired library card.
- "WITHDRAWN" status shall be removed upon payment of the yearly fee.

### **Probation**

When a patron repeatedly violates library circulation policies, (e.g. not returning in time, damaging or losing books or other circulation materials), they will be placed on probation. The staff person in charge of Over Due Materials with the Director will make the determination of when to instate probation and when to return the patron to good standing. During the time of probation the patron may not have more than 3 items checked out on their account.