

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

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.

The majority of library funding comes from levying property tax. Residents of New Buffalo City and Township financially support our local library and as a result are entitled to a free library card.

## **Library Cards**

1) Where do you live?

**A. If you live in the City of New Buffalo or New Buffalo Township-**

- You will need an ID and proof of address.

### Residents

A free library card is issued to a resident user upon the completion of a application card and the establishment of residency with written documentation of the user's current address. The individual making the request must provide adequate proof of ownership of a residence or boat slip. Acceptable forms of identification include a Michigan Driver's license, Michigan Registration card, or Social Security Card together with proof of residence. The card is valid for 1 years and may be renewed for additional 1-year periods.

### Renter or Lessee

A free library card will be issued to a renter or lessee who provides a driver's license plus a utility bill proving permanent residency. Short term renters or lessees must purchase a non-resident library card for library borrowing privileges.

**B. If you live in another city in Berrien County --** You must first get your library card from your home library. Also, your home library **must** have a reciprocal borrowing agreement with us.

### Reciprocal Borrowing Agreements

The New Buffalo Township Library has reciprocal agreements with the following libraries:

St. Joseph/Maude Preston Public Library  
Bridgman Public Library  
Galien Township Public Library

Items borrowed from New Buffalo Township Library must be returned to New Buffalo Township Library. Services, such as Mel Cat, must be transacted at cardholder's home library. Individuals applying for reciprocal borrowing privileges must comply with New Buffalo Township Library's policies and procedures, the terms of the reciprocal borrowing agreement, and must provide a photo id and proof of current address. Borrowing privileges are valid for 1 year and may be renewed for additional 1-year periods.

### **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)

**C. If you live outside of Berrien County, or in a municipality that does not have an agreement with us:** You can purchase a non-resident card.

#### Non-Resident Card

Non-Resident cards may be purchased by persons who do not live, own residential property, or own a boat slip in New Buffalo City or Township, by persons who are not served by a library that has a reciprocal borrowing agreement or contract with New Buffalo Township Library, or by persons from another state or country. A non-resident card is good for one year, for a cost of \$50. Individuals applying for a non-resident card must comply with New Buffalo Township Library's policies and procedures and must provide a photo id and proof of current address.

2) Bring in Identification and Proof of Address such as utility bill or tax bill (and your home library card, for reciprocal).

Library staff will either issue you a card or attach our barcode sticker (for reciprocal borrowing) to the back of your home library card.

All Library card holders, including reciprocal borrowing card holders, are responsible for all loss of or damage to materials signed out on their library cards.

**A parent or guardian must sign the registration card for a minor younger than age 18, accepting responsibility for the minor's use of**

**the library and any loss or damage to library materials, although the minor may sign the actual library card.**

All outstanding fines and obligations to the library must be paid before a library card may be renewed.

### **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 two days of notification. Any items not picked up must go to the next person on the reserve list. Patron's may be added to the end of the reserve list if they still want the item. DVDs may not be reserved.

### **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
Equipment	5.00	20.00/ or replacement
Launchpads	5.00	100.00
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.