

## **Brandon Township Public Library Circulation Policy and Service Fees**

### **What You Will Need to Get a Library Card**

A library card application must be filled out for new library card holders. The card owner (or parent/guardian in the case of a minor) is responsible for all materials borrowed on the card and agrees to abide by library policies.

A state-issued picture ID with your current address is required. We can also accept a state-issued picture ID with official mail addressed to you at your current address (e.g. a utility bill or a tax receipt from the township or village). Children with no picture ID will need to be accompanied by a parent or legal guardian.

### **Library Cards**

#### **Who is Eligible for a Library Card?**

Patron Card: Any resident of or property owner in Brandon Township.

Student Card (Non-Resident): Individuals who attend K-12 school in, but do not reside in, the BTPL service area are eligible. Students must have a library form filled out by the school indicating that they are a student. There is a \$6.00 fee for a student card. Library privileges are restricted to the individual only; family members do not qualify for library privileges.

Works In Card: Upon proof of employment, available to any individual who works or owns a business in Brandon Township. Library privileges are restricted to the individual only; family members do not qualify for library privileges.

Purchased Card (Non-Resident): Available to any individual who does not live, work, or own property in Brandon Township and is not a resident of a community entitled to reciprocal borrowing privileges through membership in The Library Network (TLN).

- Individual Cards cost \$100.00 per year
- Family Cards cost \$150.00 per year

TLN Home Library Card: Any individual who lives in The Library Network (TLN) service area and is not eligible for a resident card may use their home library card to set up a library account at BTPL.

- TLN patrons must provide their library card, which we will add to our BTPL database to provide library services to them.
- TLN home library cards are not eligible for interlibrary loan privileges with MeLCat.

MILibrary Card: Any individual who lives in Michigan and is not eligible for a resident card may use their home library card, (if the that library participate in the MILibrary card program) to set up a restricted library account at BTPL.

- MILibrary patrons must provide their library card (with a MILibrary card sticker affixed), which we will add to our BTPL database to provide restricted library services to them.
- MILibrary cards are not eligible for interlibrary loan privileges with MeLCat.

Temporary Card: Any individual residing at the Clearwater Campground on a temporary basis.

## Fees and Fines

All patrons checking out materials must have a valid Brandon Library Card or MLibrary sticker, with no outstanding fines over \$10.00. Library services will be blocked if a patron exceeds \$10.00 in fines.

Reserved materials must be checked out only to the card under which the item was reserved.

Material	Loan Period	Fine/Day	Max Fine	Replacement Cost
DVDs	7 days	\$1.00	\$10.00	List Price
All other	3 weeks	\$ .25	\$5.00	List Price

Additional library card accounts may not be opened by individuals if the primary cardholder is blocked.

## Lost or Stolen Card

Please report a lost or stolen card immediately to the library staff either in person or by phone at 248.627.1460. Replacement cards are \$1.00.

## Checkouts, Renewals, Holds and MeLCat

Patron Type	Status	Card Expires	Number of Checkouts	*Brandon Renewals	Brandon Holds	MeLCat Holds	**MeLCat Renewals
<b>Residents</b>	Brandon Township	3 years	100 Books 10 AV	2	Yes	Yes	1
<b>Non-Residents</b>	Students***	1 year	100 Books 10 AV	2	Yes	Yes	1
	Works In	1 year	100 Books 10 AV	2	Yes	Yes	1
	Purchased Card	1 year	100 Books 10 AV	2	Yes	Yes	1
	TLN Members	3 years	10 Items	2	3	No	No
	MLibrary Card (includes Holly)	1 year	10 Items	2	3	No	No
	Temporary Card****	6 months	10 Items	2	3	No	No

\*Please note, even if an item is renewable, if there is a hold placed on the item, the item will NOT be renewed.

\*\*Please note, only one renewal is allowed for MeLCat books. Audiobooks may or may not be renewed; it is at the discretion of the lending library. DVDs are NOT renewable.

\*\*\* Non-resident student cards are \$6.00.

\*\*\*\* Clearwater Campground residents

**Service Fees for Public Access Photocopiers, Printers, and Fax Machines**

<b>Photocopier/Printer</b>	<p>\$ .15 per page black &amp; white</p> <p>\$ .50 per page color</p>		
<b>Fax</b>	<p>\$.50 per page to send and receive - Public fax machines are unmonitored. Patron must be present to receive a fax. Unclaimed material will be collected and destroyed daily.</p>		
<b>Room Rental Fees (Reserved up to 3 months in advance)</b>	<u>Room</u>	<u>For-Profit Group</u>	<u>Non-Profit Group</u>
	Community Room	\$80	\$20
	Meeting Room	\$40	No Charge
	Youth Room	\$20	No Charge
<b>Laminator</b>	<p>\$1.00 per sheet up to 8.5 x 14"</p>		