

Brandon Township Public Library Circulation Policy

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. There is no cost for replacement cards.

Checkouts, Renewals, Holds and MeLCat

| Patron Type | Status | Card Expires | Number of Checkouts | *Brandon Renewals | Brandon Holds | MeLCat Holds | **MeLCat Renewals |
|----------------------|--------------------------------|--------------|---------------------|-------------------|---------------|--------------|-------------------|
| Residents | Brandon Township | 3 years | 100 Books 10 AV | 2 | Yes | Yes | 1 |
| Non-Residents | 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

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|--|----------------------------------|-------------------------|-------------------------|
| Photocopier/Printer | \$.20 per page black & white | | |
| | \$.20 per page color | | |
| Fax | \$.50 per page to send | | |
| Room Rental Fees (Reserved up to 3 months in advance) | <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 |
| Laminator | \$1.00 per sheet up to 8.5 x 14" | | |