

# **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.

### **\*Online Library Card Application**

Upon completion of the online library card application, the patron will be emailed a library card number which they may use to immediately access Brandon eResources. It may take Brandon Library staff up to 24 hours to process online card applications. Library card applications submitted online are subject to Brandon Township Public Library's Circulation Policy and consent of a minor by a parent or legal guardian. The online access card will expire after 90 days if proof of residency is not uploaded with the application or the patron does not visit Brandon Library to show proof of residency and pick up the physical card.

## **WHO IS ELIGIBLE FOR A LIBRARY CARD?**

**Resident Card:** Any resident of or property owner in Brandon Township. Property owners need to provide proof of property owned in the form of a tax receipt from Brandon Charter Township or the Village of Ortonville.

**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.

**Works In Card:** Upon proof of employment, available to any individual who works or owns a business in Brandon Township. Proof of employment may include a pay stub or work ID badge.

**Purchased Card (Non-Resident):** Available to any individual who does not live, work, or own property in Brandon Township.

- Individual Cards cost \$100.00 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 home library card and state-issued picture ID.
- TLN home library cards are not eligible for BTPL eResources or 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 their home library participates in the MILibrary card program) to set up a restricted library account at BTPL.

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- MLibrary patrons must provide their library card (with a MLibrary card sticker affixed) and state-issued picture ID.
- MLibrary cards are not eligible for BTPL eResources or interlibrary loan privileges with MeLCat.

Temporary Card: Any individual residing at the Clearwater Campground on a temporary basis. Individual needs proof of lot occupancy in the form of a receipt with lot number on it from the campground.

### **RENEWING LIBRARY CARDS ONLINE**

Patrons are notified two weeks before their library account expires. Members may renew their card online by verifying their personal information through their online library account. If the patron's address has changed they must submit proof of residency via email or by visiting the library.

### **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.

### **BLOCKED ACCOUNTS**

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

### **LIBRARY MATERIALS**

All patrons checking out materials must have an active library account, with no outstanding lost or damaged items.

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

Brandon Township Public Library does not assess daily overdue fines. Patrons are still responsible for returning items on or before the due date. To assist in the timely return of its materials, the library will notify patrons of overdue materials. Brandon Township Public Library is not required to send notices for lost or damaged materials, and failure to receive a notice does not relieve the borrower of responsibility to return materials when due.

#### **OVERDUE NOTICE SCHEDULE**

<b>Material</b>	<b>Loan Period</b>	<b>Replacement Cost</b>		
DVDs	7 days	List Price	Stage 1: 3 days late	Email, Text, or Phone
All other	21 days	List Price	Stage 2: 7 days late	Email, Text, or Phone
			Stage 3: 14 days late	Email, Text, or Phone
			Stage 4: 28 days late	Email, Text, or Phone

Library services will be blocked if a patron does not return library materials. Materials that exceed 30 days beyond the due date will be marked as lost, and the cost of the item will be charged to the patron's account. Once an item is paid for, no refund will be given. Items will be replaced at the library's discretion.

### **INTERLIBRARY LOAN: MELCAT**

Resident, student, works in, and temporary cardholders may request items unavailable at the library from the state-wide MeLCat interlibrary loan system. Requests may be placed in person, by phone, or online at [www.mel.org](http://www.mel.org). A patron will be notified when a requested item arrives at the library. Items borrowed through interlibrary loan must be returned to Brandon Township Public Library. Interlibrary Loan materials that are lost or damaged will be charged to the patron's account.

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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.

**Checkouts, Renewals, Holds and MeLCat**

Patron Type	Status	Card Expires	Number of Checkouts	*Brandon Renewals	Brandon Holds	MeLCat Holds	**Brandon eResources
Residents	Brandon Township	3 years	100 Books 10 AV	2	Yes	Yes	Yes
Non-Residents	Students	1 year	100 Books 10 AV	2	Yes	Yes	Yes
	Works In	1 year	100 Books 10 AV	2	Yes	Yes	Yes
	Purchased Card	1 year	100 Books 10 AV	2	Yes	Yes	Yes
	TLN Members	3 years	10 Items	2	3	No	No
	MILibrary Card	1 year	10 Items	2	3	No	No
	Temporary Card	6 months	10 Items	2	3	No	Yes

\*Please note, even if an item is renewable, if there is a hold placed on the item, the item will NOT be renewed. \*\* eResources include Libby by Overdrive (eBooks and eAudiobooks) and other Brandon Township Public Library database subscriptions.

**SERVICE FEES FOR PUBLIC ACCESS PHOTOCOPIERS, PRINTERS, AND FAX MACHINES**

<b>Photocopier/Printer</b>	\$ .20 per page black & white (maximum printing is 100 single-sided or 50 double-sided copies)		
	\$ .20 per page color (maximum printing is 50 single-sided or 25 double-sided copies)		
<b>Fax</b>	\$.50 per page to send		
<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>	\$1.00 per sheet up to 8.5 x 14"		