

ROSEVILLE PUBLIC LIBRARY Circulation Policy

Library Card – Eligibility and Type

The Roseville Public Library issues a library card at no charge to any resident or property owner of Roseville upon proof of current residency or property ownership. Library cards are accepted from the following communities: Armada, Bruce Township, Center Line, Chesterfield, Clinton Township, Eastpointe, Fraser, Harper Woods, Lenox Township, Richmond, Macomb Township, Mount Clemens, New Baltimore, Ray Township, Romeo, St. Clair Shores, Shelby Township, Sterling Heights, Troy, Utica, Warren and Washington Township, however, residents of those communities must get a library card from their home library. Library cards must be renewed every three years and offer privileges at the Roseville Public Library and all libraries in the above mentioned communities.

Courtesy Card: A library card will be issued to individuals who work or attend school in the City of Roseville. This card limits the individual to materials and services at the Roseville Public Library. Interlibrary loans are not available for courtesy card patrons. Individuals must present proof that they are registered at a Roseville school or employed by a Roseville business. Courtesy cards expire one year from the issue date.

Roseville Local Non-resident Card: A nonresident may purchase a Roseville Public Library Card for \$75.00 per year which allows them to borrow materials from the Roseville Public Library. No holds/reserves or interlibrary loans are permitted with this card. Local Non-resident cards expire one year from the issue date. The annual fee must be paid at the time of renewal.

Roseville Outreach: Homebound residents of Roseville who participate in the Materials by Mail Program are issued a card that offers extended due dates and does not accumulate fines. This account is managed by the Materials by Mail coordinator.

Suburban Library Cooperative Non-residents: Non-residents may purchase a library card with the status of SLC Non-resident for \$200.00 per year. This card enables them to utilize all of the libraries that make up the Suburban Library Cooperative (above mentioned communities). The SLC Non-resident card must be renewed annually.

Staff: Library employees and commissioners are issued cards with a staff status. This exempts the employee and/or commissioner from overdue fines. Employees/commissioners are responsible for lost or damaged fees.

Computer Guest Card: Patrons not eligible for one of the above mentioned library cards may purchase a Guest Card for \$2.00 which will be valid for one month from the date issued. This card will allow the patron to utilize the public computers in the Roseville Library. The card does not allow the bearer to check out materials from the Roseville Library or any other library in our cooperative. The card will not allow the individual to access computer systems at other libraries. The \$2.00 fee must be paid at the time of renewal as well. Six and twelve month cards are available for \$10 and \$20 respectively.

Registration, Renewal and Replacement of Library Cards

Registration: Required registration information, as applicable, includes: name, address, telephone number and birth date. Consent from a parent or legal guardian assuming financial responsibility will be required for a minor. Individuals who already have a card, regardless of the library that issued the card, active or otherwise, may not be issued a second card. A replacement card will be issued and/or the record updated only if the existing record is not blocked due to fines. All fines and fees must be paid in full in order to obtain a new card. If an adult had a card as a minor and that record is still in the system because of unpaid fees, the adult is responsible for clearing up the record before they can be issued a new card.

Proof of Residency: A valid driver's license or state identification card is required for proof of residency. In the absence of either of these documents, the individual must present a picture ID along with two pieces of identification with their name and Roseville address. Acceptable documents include: a utility bill, mortgage/lease agreement, tax receipt, voter registration, bank statement/check, deed, or insurance statement/card.

Renewal: Proof of residency is required at the time of renewal. Library cards will not be renewed if there is an outstanding bill on the account. The patrons must pay the account in full before renewing. A new card may be issued free of charge at renewal.

Lost, Damaged or Stolen Cards: There is a \$1.00 replacement fee for a lost, stolen or damaged card (this includes Guest Cards). Proof of residency is required when replacing a card. Patrons are responsible for any items checked out on their library card before the card is reported lost or stolen.

Reciprocal Borrowing Arrangements

The Roseville Public Library is committed to resource sharing through reciprocal borrowing arrangements with other libraries. Reciprocal borrowing arrangements provide expanded access to materials for Roseville residents.

Suburban Library Cooperative (SLC): as a member of SLC, the Roseville library will accept library cards from other member libraries: Armada, Center Line, Chesterfield, Clinton-Macomb, Eastpointe, Fraser, Harper Woods, Lenox Township, Richmond, Mount Clemens, New Baltimore, Ray Township, Romeo District, St. Clair Shores, Shelby Township, Sterling Heights, Troy, Utica, and Warren. Library card holders utilizing member libraries are subject to the circulation policies and procedures established by the member library and vice versa. Roseville will not accept courtesy or local non-resident cards issued by the other SLC libraries. In turn, Roseville residents will receive reciprocal borrowing privileges at SLC member libraries, subject to their policies and procedures. Roseville courtesy and local non-resident cards will not be accepted at SLC member libraries.

MelCat: The Roseville Public Library has agreed to participate in MelCat as of January 18, 2008. Only books will be eligible for circulation through MelCat.

Circulation of Materials and Loan Periods

Presentation of Library Card: A valid library card must be presented when checking out materials. Library cards are not transferable and may not be used by anyone but the individual named on the card. The library recognizes that there will be times when a patron does not have their library card available. The library employees will make one exception. A registered patron may check out materials without a library card upon presentation of proof of identification that includes a photograph. The patron will be reminded that they must have their library card whenever they visit the library and a note will be added to their record indicating they were allowed to check out without their card and the date. If the patron believes they lost their card, they may purchase a replacement for \$1.00. Minors who do not have identification may check out without a library card if a parent/guardian with identification is present.

Standard Loan Periods: Most items circulate for three weeks (21 days). Fiction DVDs and videos circulate for one week (7 days). Reference items do not circulate at all.

Special Loan Periods: Outreach patrons who participate in the Materials by Mail Program are given a four week (28 day) loan on any items they borrow.

Vacation loans (a period extending beyond 21 days) are granted at the discretion of a librarian.

Non-circulating Materials: Reference materials, newspapers and the current issues of magazines do not circulate.

Renewal of Materials

The renewal of library materials may be done in person during library hours, by telephoning the library during business hours or using the automated system 24 hours a day, 7 days a week. Renewals may also be done online from a public access computer in the library or from any computer that offers Internet access. Three renewals are allowed per Roseville items unless there is a hold on that item. An overdue item may be renewed, however, the overdue fine is still due. MeLCat materials may be renewed once.

Limits on Materials

To provide as wide an access as possible to the Library's collection, it is necessary to place limits on materials. Patrons may borrow up to 30 books at one time, providing that not more than five are on the same subject. Magazines, DVDs, CDs, and Books on CD have a limit of five items. Only one computer game can be checked out at a time and two CD-ROM programs. Some seasonal and holiday items are limited to five per person. There is currently no limit to the total number of items a patron may have borrowed against their card at any given time.

Reserve of Materials

As a special service to library patrons, a reserve may be placed on eligible library materials by telephone, in person, through the touchtone line and via the online catalog. Courtesy cardholders and local non-residents are not able to reserve material that belongs to other libraries.

There is no limit to the number of items that a patron may have on reserve. Reference items and items circulating for less than 7 days are not eligible for reserve. Reserves are filled on a first-come, first served basis. Roseville items are reserved for Roseville patrons before other library patrons, regardless of their place on the list.

Patrons are notified that a reserve is available by email or by automated telephone messages. The items are held across from the Circulation Desk for 5 days.

Overdues, Lost and Damaged Materials

Daily Fines: to encourage prompt return of materials, the library charges a per day overdue fine. The fine on most Roseville items is 15 cents per day. The fine on DVDs, CD-Roms and computer games is 50 cents per day. The daily overdue fine is not meant to be a punitive measure, but a means to make library materials available to as many users as possible in a timely fashion. It is the responsibility of the cardholder to return all materials on time. The daily fine begins the day after the item is due. When an item has been overdue for two months, the system converts the status to lost and replacement and processing fees are assessed.

Maximum Fine: The library sets a limit on the maximum fine of \$5.00 that will accumulate on a single item.

Bill for Replacement: It is the responsibility of the patron to return materials in good condition. If an item is lost or damaged, the patron must pay for the item plus a \$5.00 processing fee (no processing fee charged for magazines). Replacement cost is the original cost of the item. If a new copy can be purchased for less than the original cost, the supervisor may agree to lower the fines posted on the patron's record. Also, if a librarian on duty approves, the library may accept a new copy of the exact item in lieu of payment, but the processing fee will still be assessed.

Refunds: Once a patron has paid for a lost item their money will not be refunded should they locate the item.

Damaged Materials: If an item is damaged to the extent that it can no longer circulate in the collection, the patron is responsible for the replacement cost of the item plus a \$5.00 processing fee (except magazines). If an item must be sent to the bindery due to damage, a \$9.00 charge will be assessed to the patron.

Notices and Bills: As a means of retrieving materials and as a courtesy to the patron, the Roseville Public Library issues two overdue notices via telephone or email. If the item has not been returned within two months, it automatically converts to lost and a bill is sent out for the cost of the item plus a processing fee. If the patron owes more than \$25.00 their account is sent to Unique Management, the library's collection agency. At this time a \$10.00 referral fee is added to any account sent to collections.

Claims returned: When a patron claims that an item has been returned and completes and signs a Claims Returned form, a search will be done for the item and the due date may be extended. It is expected that the patron will continue

to search for the item as well. If the item is not located by the new due date, the patron may be responsible for payment.

Revocation of borrowing privileges: The library blocks patron records if they have accumulated \$5.00 in fines or five overdue items. When a card is blocked, patrons may not check out materials or utilize the library computers. In order to remove the block, the patron must pay enough of the fine (and return the materials) so that the balance does not exceed \$5.00. The card of a parent or guardian whose child's or ward's card is blocked by bills may also be blocked since the adult is financially responsible for this card. A parent or guardian may not use the card of their child or ward if their own card is blocked.

Bankruptcy: When a patron files and is granted a discharge under title 11, we cannot demand payment of fines as they have been released from their debt. According to the opinion of the city's attorney, the library does not have to reinstate patron borrowing privileges since they have violated library policy. When a patron is granted a discharge under title 7, they are responsible for repaying their debt.

Adopted by the Roseville Public Library Commission on February 11, 2008
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