

Circulation Policy

Library Card – Eligibility and Type

Resident Library Cards: Free Library cards are available to all residents of the City of Big Rapids and the residents of townships who contract with the Big Rapids Community Library. Proof of current residency is required. Library cards are issued for two years and renewable upon verification of current address. Cardholders are subject to all rules outlined in the circulation policy. Signing the card once issued binds the patron to agree to be responsible for all materials checked out and for all fines and fees.

Adult Foster Care Homes: Residents of adult foster care homes located in the City of Big Rapids or in a contracting township may apply for a library card. Cards will be issued for one year upon receipt of a current letter on facility letterhead from the director of the home. Residents must show photo ID with current facility address. Cardholders are subject to all rules outlined in the circulation policy.

Non-resident Library Cards: A Library card will be issued to persons living outside of the City of Big Rapids or contracted areas. Proof of current residency is required. The non-resident user will be assessed at the current annual fee set by the Big Rapids Community Library Board. This card provides check out of materials contained in the Big Rapids Community Library's direct collection, including eBooks, magazines, audiobooks, movies and books. Non-resident Library cards are available to all members of a household for a one-time fee as determined by the Big Rapids Community Library Board. Non-resident cardholders are subject to all the rules outlined in the circulation policy.

Mel Rides (MeLCat) Non-resident Library Cards: A Library card will be issued to persons living outside of the City of Big Rapids or contracted areas. Proof of current residency is required. The non-resident user will be assessed at the current annual fee based upon the current property tax rate that City of Big Rapids residents pay for library services. The tax rate will be reassessed each year by the City of Big Rapids Treasurer's office. Card holders will not be assessed a fee greater than Big Rapids City Residents currently pay for library services. This card provides check out of materials contained in the Big Rapids Community Library's direct collection, including eBooks, magazines, audiobooks, movies and books as well as check out services through the Michigan Electronic Library Rides program (MeLCat). Non-resident cardholders are subject to all the rules outlined in the circulation policy.

Temporary Library Cards

Shelters: Residents of a shelter (such as WISE or Our Brother's Keeper Shelter) located in the City of Big Rapids or in a contracting township may apply for a **temporary library card**. Individuals must present a letter from the facility giving their projected exit date from the shelter, present a current photo ID, and proof of residency in the contracted area.

Temporary card holders may only check out a total of three items (2 books and 1 audiovisual item on their card at one time). Cards will be issued for 90 days or expire upon the resident's projected shelter exit date, whichever comes first.

Homebound Library Cards: If a holder of a Big Rapids Community Library card is physically unable to visit the Library including the elderly, the disabled, and those who are temporarily incapacitated by illness or accident, they can complete an application to utilize the library's homebound service. Books can be selected and checked out for a one-month period, and volunteers will deliver the items to your residence.

Ferris I.D. Holders: FSU (Ferris State University) faculty, Emeriti, staff and students are eligible to borrow materials from the Big Rapids Community Library upon presentation of a valid Ferris I.D. and subject to all the rules outlined in the circulation policy.

Big Rapids Business Employees: Employees of Big Rapids Businesses are eligible for a 1-year card with proof of employment.

Non-Resident Students and Teachers of Big Rapids Schools: All non-resident students and teachers are eligible for a 1-year library card with proof of enrollment/employment such as student/faculty ID or official documentation.

Registration, Renewal, and Replacement of Library Cards

Registration: Required registration information, as applicable, includes: name, address, business address, telephone number, business telephone number, drivers license or state id number and birth date. Consent from a parent or legal guardian assuming financial responsibility will be required for a minor, in person or by signed application.

Proof of Residency/Eligibility: A Michigan driver's license or State of Michigan Identification Card with the current address, a tax receipt, voter registration card, car registration, current telephone or utility bill, property deed, or mortgage/lease agreement will be accepted as proof of current residency. Non-resident students must supply proof of enrollment in Big Rapids schools. Employees of Big Rapids Businesses must supply current proof of employment, such as a recent paycheck stub. Ferris faculty/staff/students must supply Ferris I.D.

PIN (Personal Identification Number): A PIN enables patrons to review their Library card account online, view a list of items borrowed and due dates, request holds, renew items and is required for accessing eBooks. The default PIN is the patron's 10-digit phone number which is listed on their Library account, with no area code needed if it's a local phone number with the 231-area code.

Emails from the Library: When registering for a Library card account, an email address will be requested. The email address is used to send courtesy notices, overdue notices, and other account status updates. Emails may also be used to send e-newsletter, announcements and other occasional information about the Library. The library does not share email addresses; they are kept private for library use only.

Renewal of Library Card: Library card accounts expire every two years. Proof of residency will be required at the time of renewal of a Library card. Institutional cards will be renewed upon receipt of a current letter on facility letterhead listing authorized users. Non-resident library cards expire annually, and current annual fee will need to be paid for renewal.

Lost, Damaged, or Stolen Cards: It is the responsibility of the cardholder to notify the Library in the event of a lost or stolen card. The patron is responsible for any materials checked out on their card prior to notifying the Library. There is a \$2.00 replacement charge for a lost or damaged Library card. Proof of current residency is required at the time a replacement card is issued.

Circulation of Materials

Library cardholders may borrow a total of 20 items, including a maximum of 5 DVDs.

Presentation of Library Card: While it is preferred that a Library card be presented when checking out materials, the Library recognizes that there will be times when a patron does not have their Library card available. A registered patron may check out materials without a Library card upon proof of identification using a photo ID.

Non-circulating Materials: Some reference materials, local history collection, and microfilm do not circulate.

Renewal of Library Materials: Items may be renewed three times if they are not on hold for another patron. Please note that overdue fines are owed if the item is renewed after the due date. Items may be renewed at the discretion of the library staff, if there is no hold on the material.

Holding Materials (Reserving Materials): Big Rapids Community Library patrons, in good standing, may place a hold on eligible Library materials. The patron will be notified when the reserve becomes available. The item will be held for seven days. Items will be placed in lobby pickup and checked out to the patron. Please be aware that your loan period starts from when the item is checked out to you and you receive notice that it is available. The reserved item may only be checked out on the card that the initial reserve request was placed.

Returning Materials: Items may only be returned to the main drop box (slots on the outside of the building), or the book drop below the circulation desk on the first floor. The Library does not assume responsibility for items left anywhere else, including on the circulation desk countertops, outside the library, in the lobby, or at the Library's door. Patrons are responsible for returning material checked out on their card.

Requesting Items from Other Libraries or Institutions:

It is the policy of the Big Rapids Community Library to provide interlibrary loan service to the residents of the City of Big Rapids and the contracting townships.

MeLCat Rides Program: The Big Rapids Community Library participates in the Michigan Electronic Library Catalog Rides Program (MeLCat), to order books, audiobooks, music, movies and other materials and have them delivered to the Library. The MeLCat service is not available to Homebound patrons, Ferris, and Temporary Cardholders.

Interlibrary Loan: For items that cannot be fulfilled through MeLCat, other institutions (archives, universities, the Library of Congress) may loan our patrons materials. The borrowing of these materials is subject to each institution's policy. Requests fulfilled by institutions outside of the MeLCat service will be accessed a \$5.50 fee (Peabody system) plus a \$3.50 for the U.S. postage mailing charges.

Loan Period, Overdues, Maximum Fines and Lost Items

At checkout, a receipt listing items and due dates will be given to the patron. If library materials are kept beyond their due date, the patron will receive an overdue notice.

Loan Period: The loan periods are detailed in the table below. These loan periods apply to Big Rapids Community Library cardholders.

Item Type	Circulation Period	Renewals (unless hold on the item)	Daily Overdue Fine	Maximum Overdue Fine	How many checked out per item type
Books	3 weeks	2	15¢ per operating day	\$10	20
eBooks/ eAudiobooks	2 weeks	n/a	n/a	n/a	2
Audiobooks	3 weeks	2	15¢ per operating day	\$10	20
Tech	1 week	1	15¢ per operating day	\$10	1
DVDs/Blue Rays (Movies)	1 week	2	\$1 per operating day	\$10	5
Board Games	1 week	2	15¢ per operating day	\$10	5
Coloring Books	3 weeks	2	15¢ per operating day	\$10	2
Library cardholders may borrow a total of 20 items, including a maximum 5 Movies.					
MeLCat Items	The same fines apply; however, the circulation period and renewals vary depending upon the lending library's policy.				50

Overdues: Overdue fines are detailed in the table above. Overdue notices are sent at regular intervals to notify the patron that an item is overdue. Once an item is overdue beyond a defined number of days, the item is considered lost and will be billed. Children under age 12 will not accrue overdue fines but will be charged for damaged or lost material. Lost material is defined as 30 days overdue for books/audiobooks or 7 days overdue for movies.

Maximum Fines: All overdue items have a maximum fine of \$10. However, if an item is overdue beyond a defined number of days, the item is considered lost and will be billed. Unpaid fines or replacement charges may be referred to a collection agency.

Lost Items: Once an item is considered lost, the cost of the specific item as listed in the catalog record plus a \$5.00 processing charge will be billed. Unpaid fines or replacement charges may be referred to a collection agency.

Claim Returned: If a patron feels that an item on his/her account which is overdue has been returned, but not noted by the system, they may request that the item be marked Claim Returned on their account. In this circumstance, patrons are encouraged to continue to search for the item. Fines will continue to accrue but overdue notices will not be sent on the item. If the item is subsequently found and returned, only overdue fees will be charged. The claim returned allowance for a patron cannot exceed three (3) in their lifetime. Any additional claim returned will warrant complete loss of library privileges for that patron.

Suspension of Borrowing Privileges: The Library suspends the borrowing privileges of a patron once they have accumulated a total of \$5.00 or more in fines. A patron must bring the balance owed below \$5.00 in order to have their borrowing privileges restored.

The Library Board of the Big Rapids Community Library reserves the right to amend any or all the above regulations or restrictions without notice at any time.

Reviewed and approved by the Library Board on March, 2022.