

Allegan District Library Loan Policy

Purpose

The purpose of this policy is to set membership and borrowing rules and guidelines that encourage open access to library materials while also ensuring good stewardship of these community assets.

Library Card Eligibility

Residents of the Allegan Public Schools District, excepting the portions of the Allegan Public Schools district located in the Otsego District Library service area are eligible for a library card. The remaining portions of Valley Township and Cheshire Township that are not within the Allegan Public Schools District have contracted with the Allegan District Library and are also eligible for a library card.

All children attending the Allegan Public Schools, as well as instructors of Allegan Public Schools are eligible to receive library cards with full privileges. Instructors must verify their teaching position (school ID, pay stub, or letter of employment) and students must bring proof of student status (student ID, report card, or letter from the district).

The Allegan District Library has Reciprocal Borrowing Agreements with the Charles A. Ransom District Library in Plainwell, Otsego District Public Library, Hopkins District Library, and Van Buren District Library. Members of these libraries wishing to become members of the Allegan District Library must have verified good standing with their home library, present a current library card, and proof of residency (picture ID with current address or picture ID and official mail with current address). Reciprocal card holders have access to all library services with the exception of Interlibrary Loan and electronic materials.

Residents from outside the Library's service area and who are not eligible for Reciprocal Borrowing may receive borrowing privileges with an Out-of-District card. Out-of-District cards have an annual fee of \$20.00; additional family members may receive a card for \$5.00 each.

Borrowing Privileges

A valid library card is necessary to borrow items from the Library. Proof of residency (picture ID with Allegan address or picture ID and official mail with Allegan address) must be presented when applying for a library card.

A Youth card will be issued to a minor up to the age of 18 with a parent's or legal guardian's permission. To receive a Youth card, the child must be present and able to sign the card. The parent or guardian is responsible for the choice of items that are borrowed on the Youth card, the condition of the items when they are returned, and any fees charged to the card.

Materials may be borrowed through the Allegan District Library on Interlibrary Loan through the Michigan eLibrary (known as MeL or MeLCat). Reciprocal Borrowing patrons are eligible for MeL through their home library.

The Allegan District Library participates in the Visiting Patron program through MeL. Members may visit participating libraries to check out eligible material in person using their Allegan District Library card. Members from other participating libraries may borrow eligible material from the Allegan District Library using their home library card.

New patrons are restricted from checking out hotspots and Interlibrary Loan services for the first thirty days.

Materials, with the exception of New DVDs and Hotspots, may be renewed up to two times. Materials may not be renewed if there is an existing hold on an item. All materials may be placed on hold; the hold limit for most items is 10 days with the exception of hotspots (3 days) and New DVDs (end of next business day).

Overdue hotspots are billed at the full cost of the item to the cardholder's account at 5 days overdue. Overdue DVDs are billed at the full cost of the item to the cardholder's account at 30 days overdue. Other overdue materials are billed at the full cost of the item to the cardholder's account at 60 days overdue. Cardholders have 180 days to return the lost items in good condition (excepting hotspots) in order to have the cost waived; good condition is defined as an item able to be returned to circulation. Lost items returned in good condition after 180 days will have a \$5.00 per item fee assessed.

Borrowing Schedule

New DVDs	One week
DVDs	Two weeks
New adult fiction	Two weeks
Hotspots	Two weeks
Everything else	Three weeks

DVDs	Limit six per card; only three of which can be New DVDs
Board Games	Limit two per card
Vox Books	Limit two per card
Everything else	Fifty items total

Circulation Fines and Fees

Library Card	Free
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Revised and adapted by the Board of Trustees on: December 16, 2019
Revised and approved on November 21, 2022

Replacement Library Card	\$1.00
Out-of-District Library Card	\$20.00 annually; \$5.00 per additional family members
Overdue ILLs	25¢ per day per item
Overdue hotspots	\$5.00 per day; max \$20
Other overdue materials	No fines
Lost or Damaged Items	Cost of the item
Lost hotspot	\$150.00
Items overdue 5/30/60 days	Cost of the item
Items returned after 180 days	\$5.00 per item (must be in good condition)

Other Fines and Fees

Printing – B&W or Color	First 3 pages free, then 15¢ per page
Copying – B&W or Color	First 3 pages free, then 15¢ per page
Faxing	\$1.00 per page
Scan to Email	Free
Scan to USB Drive	Free
Notary Services	Free to members in good standing; otherwise \$10
Returned Check Fee	\$10.00

Restrictions

Borrowing privileges will be suspended for members with a fine of \$5.00 or more.

Payments can be made by cash or check for any amount; or by debit or credit card if over \$5.00.

The Library Director reserves the right to authorize staff to waive fines and fees at their discretion.

Review Period

This policy will be reviewed by the Facilities Committee every three years.