

# **Vernon District Public Library Circulation and Collection Policy**

## Library Cards

The Vernon District Public Library was built with contributions and support from local residents and businesses spanning across Shiawassee and Genesee counties. As such, the Library does not restrict library card issuance based on residency. Persons who wish to obtain a library card may do so by filling out an application at the circulation desk. There is no fee to obtain a library card. By filling out and signing a Library Card Application, the patron is agreeing to follow all Vernon District Public Library policies.

Persons under 18 years of age must have a library card application signed by a parent or guardian. Library cards may be issued to anyone regardless of age. The individual who signs the library card application for a child under the age of 18 years is responsible for any outstanding fines, bills, or overdue materials on the child's library card. Individuals must each have their own library card. Library cards may not be shared among couples or families.

Library cards must be renewed each year. Current patrons may renew their card in person or by phoning the Library. Patrons whose cards have been expired for one year or longer must renew their card in person.

In the event of a lost or stolen card, the patron is responsible for notifying the library immediately. The library assumes that the person using the library card is the owner of that card or has the permission of the owner to use the card.

## Material Circulation

Materials are circulated to patrons of the Vernon District Public Library who have been issued library cards. The patron's card must be current and have no delinquencies which would prohibit the checkout of Library materials.

Eligible materials may be renewed online, by phone, or in person. "New" materials which have been added to the collection in the last three (3) months are eligible for one (1) renewal only. "New" DVDs check out for one (1) week at a time and are not eligible for renewal. Genealogy books check out for two (2) weeks and are eligible for one (1) renewal only. Review the chart on the next page for more information about maximum renewals and loan periods by material type.

<b>Material Type</b>	<b>Checkout Period</b>	<b>Maximum Renewals</b>	<b>Maximum Loan Period</b>
"New" Books and Audiobooks	2 weeks	1	4 weeks
"New" DVDs	1 week	0	1 week
Books and Audiobooks	2 weeks	2	6 weeks
Genealogy	2 weeks	1	4 weeks
DVDs	1 week	1	2 weeks
Launch Pads	1 week	1	2 weeks
Laptops	1 week	1	2 weeks

### Reference Materials

Reference materials are available for use within the library only. Reference materials do not circulate to patrons or staff members without the permission of the Library Director.

### Material Selection

Responsibility for the selection of all materials within the Vernon Public District Library lies with the Director who operates under the policies established by the Library Board of Trustees, and, as delegated by the Director, to library assistants. The Library Director is responsible for choosing, replacing and deselecting materials that reflect community demand and library service roles.

Professional judgment and expertise is used in making material selection decisions. Materials are considered on the basis of:

- Accuracy of the information
- Overall purpose and comprehensiveness
- Timeliness or permanence
- Importance of the subject matter
- Quality of the writing/production
- Readability and popular appeal
- Authoritativeness
- Representation of diverse points of view
- Reputation of the publisher/producer
- Reputation and significance of the author/artist
- Format and price
- Ease of use
- Requests from patrons

Librarians rely on a number of tools for making selection decisions. Sources may include but are not limited to:

- Evaluations in review media including authoritative review journals and popular magazines
- Reviews from a variety of sources
- Publisher and vendor catalogs and advertisements
- Professional and/or trade bibliographies
- Patron requests and recommendations
- Circulation or database usage statistics

Collection withdrawal is an important aspect of collection development. When library materials lose value by which they are selected they should be withdrawn so that the collection remains vital and useful. Evaluation to withdraw materials is based on the following criteria:

- Elimination of outdated materials
- Materials no longer of interest or in demand
- Unneeded duplicate copies
- Worn or mutilated material
- Frequency of circulation
- Community interest
- Availability of newer or more valid materials
- Availability of material in digital formats

### Gifts of Library Materials

The Library accepts gifts of library materials, but reserves the right to evaluate and to dispose of such gifts in accordance with the criteria applied to purchased materials. The Library will not accept for deposit materials that are not outright gifts. Encyclopedias, textbooks, magazines, and items with condition issues will not be accepted. Upon request, materials donated in memory of someone may receive special notation in the record and a memorial sticker placed in the item.

### Reconsideration of Library Materials

Whenever any patron objects to the presence of any library material, the complainant will be given a fair hearing. All complaints that cannot be readily resolved

by staff members will be referred immediately to the Library Director, who will discuss the matter with the complainant.

If the patron wishes, they may submit the form Request for Withdrawal of Material. Following receipt of the withdrawal request, the Library Director will examine the item, check reviews of the item, and determine if it conforms to the standards of circulation policy. The Director will decide whether to withdraw or restrict the material in question and will write to the complainant giving the reasons for the decision. The Board of Trustees will also be notified of the complaint and of the Library Director's decision.

Materials subject to complaint shall not be removed from use pending final action. If the complainant wishes to contest the decision, they may present the complaint to the Board of Trustees. This may be done by letter or by attending a Board meeting. The Board will consider the complaint and the Director's recommendation. The written decision of the Board shall be final and shall be reported to the complainant.

### Fines & Fees

Library administration is authorized to develop operational policies to discourage the careless or malicious damage or destruction of Library materials, and to encourage the timely return of materials on loan. Financial penalties included in this policy or any procedures developed by the Library and approved by the Library Director should not exceed the cost of replacing or repairing the damaged or overdue materials. Neither this policy nor any procedures developed by the Library to implement it should be construed as abrogation of the right to prefer legal charges against individuals perpetuating acts of vandalism or theft. Fines are calculated from the due date. Fines cannot be collected before an item is returned or renewed.

<b>Material</b>	<b>Daily Fine</b>	<b>Maximum Fine</b>
Books & Audiobooks	\$0.05	Cost of Item
DVDs	\$1.00	Cost of Item
Launch Pads	\$10.00	\$100
Laptops	\$10.00	\$100

If materials appear damaged upon check-out, library personnel note the damage and the date of discovery in borrowing records. It is highly recommended that patrons point out suspected damage to library personnel at the time of check-out. The Library

charges fees when library materials are returned in a damaged condition. Damaged materials are assessed by library personnel trained in conservation. Patrons are billed for either a repair fee or full replacement costs, depending on the extent of the damage.

Patrons are not charged for normal wear and tear on library materials. However, the following conditions do not constitute normal wear and tear and may result in repair or replacement charges:

- Wet or moldy books
- Books damaged by food stains, oily or sticky residue
- Books missing pages or covers
- Books containing marking by pencil, ink or highlighter marker
- Books showing tears, cuts, graffiti or other unusual damage

Repair costs are at the discretion of library personnel and are determined based on the particular circumstances of each case. If library personnel conclude library material is irreparable and must be withdrawn from the library's collection, patrons are charged the replacement costs. Patrons may also provide a replacement copy of the damaged material to remove replacement fees from their library card.

Some materials in the Library have multiple pieces, such as educational kits or media equipment. It is the patron's responsibility to return all pieces. If an essential piece is broken or lost, the Library will charge the patron for the repair or for the replacement cost of the piece. Essential pieces are those that are necessary for materials to be usable or educationally meaningful. If the item requires an essential piece and that piece is lost and not replaceable, the patron will be billed for the replacement cost of the entire item. Patrons are generally charged for repairs to equipment at cost and for replacement pieces at retail price.

Items are thoroughly checked by library personnel upon each return, so missing or damaged pieces will be billed to the last borrowing patron upon discovery. It is highly recommended that each patron verify that all pieces are present upon check-out and return.

### Appeal of Library Charges

You may appeal if you believe the Library charges are mistakenly assessed or extenuating circumstances warrant reduction or cancellation of the charges. Appeals should be made within 30 calendar days of the original charge.

A notice of overdue items is sent as a courtesy reminder. Non-receipt of an overdue notice does not exempt you from fines or charges. It is your responsibility to assure that a current mailing address is in your library record (you may also include an email address). You may appeal by completing an Appeal of Library Charges form available at the circulation desk. You will be informed of the outcome by mail. Reasons generally not regarded as valid for canceling or reducing charges:

- Lack of knowledge of library policy
- Disagreement with library fine or fee structure
- Inability to pay fees and charges
- Material loaned to a third party
- Non-receipt or late receipt of library reminder notice
- Returning items to libraries other than the Vernon District Public Library
- Being out of town
- Forgetting the due date

### Privacy of Patron Records Michigan Library Privacy Act (MLPA)

The Michigan Library Privacy Act (MCL 397.601 et seq.) Section 3 provides: “Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard thereon, a library or an employee or agent of the library shall not release or disclose a library record or portion of a library record to any person without the written consent of the person liable for payment for or return of the materials identified in that library record.”

### Confidentiality of Library Record

Absent a court order, documents, records, or other information retained by the Vernon District Public Library that personally identifies a library patron, including the patron’s name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library (“Library Record”) may only be disclosed or released by the Library to the patron or to another person with the written consent of the patron or a person designated in writing by the person liable for payment for or return of the materials identified in that library record.

A patron may request information about their own library card record or any library card record linked to their own within the Library System (such as that of a minor) over the telephone. The patron must provide their patron barcode number or other identifying information. Access by other individuals is allowed only with the written

permission of that patron. A library record is not subject to disclosure under the Michigan Freedom of Information Act.

Transactions cannot be transferred from one patron record to another, including fines and fees. A patron's record is not to be used to determine residency for anyone else. Materials cannot be checked out to a patron without that patron's permission; possession of another patron's library card or valid picture ID implies permission to use the card. Patrons may designate another person to pick up material "on hold" provided the material is checked out to the requesting patron.

### Adoption of American Library Association's Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

### Adoption of American Library Association's Freedom to Read Statement

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic

views as a standard for determining what books should be published or circulated.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or the author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

#### Adoption of American Library Association's Freedom to View Statement

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or pre-judging a film on the basis of the moral, religious or political beliefs of the producer or filmmaker, or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Approved and adopted by the Vernon District Public Library Board of Trustees: 11/7/22