

Via email discussion, the BDL Management team asked the Public Services Committee to weigh in on some proposed changes to the [Borrowing and Lending Policy](#). The consensus was to recommend these changes to the policy.

1) To remove the “e-card” type of account. The reason is that we have had literally zero interest locally for a card of this type: there is not a single such card in our system. However, like with the materials challenges policy last month, it’s something that is actually being used and abused on a national scale because of the limits libraries are placing on digital services like Hoopla due to the high cost. People brag online about how they got a digital card with a library that is not theirs in order to get extra Hoopla borrows, for example. Since we have no reliable way of verifying whether or not someone actually lives in our service area if they don’t come in with the proof, access to e-cards could be abused to the detriment of our actual local patrons.

So the bottom line is that there is no demand for e-cards, and there is potential for abuse.

2) To remove the loan periods, item lists, and fee schedules from the policy, to be replaced with terminology to the effect of “the library director will determine” such things.

The reasoning is that it can be cumbersome as we are trying new Library of Things items to circulate, trying new services, and potentially offering new items to sell. It is getting difficult trying to pigeon-hole new types of materials into the categories on our existing policy, and we don’t think it’s really necessary to have the board weigh in on how long, for example, the rock tumbler should circulate, or how many Tonies characters a patron should be allowed to check out at one time for the Tonies media player, etc.

Inflation is a factor, as well. We don’t want to have to come to the board every time prices change.

Finally, it’s been in the works for a while, but we are close to being able to launch a BDL swag store. Do you as a board really want to discuss and set the price of every single t-shirt, tote bag, mug, etc.?

There is precedent for delegating such things to the director in the policies of Willard Library and Kent District Library, among others. In fact, some of the proposed language in the attached drafts are borrowed from the policies at those two libraries.

3) a small number of typos were also caught in the existing policy.

The recommendation from the committee is to adopt the attached draft as proposed.



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BORROWING AND LENDING POLICY

Adopted: July 19, 2021

Last Revised: January 15, 2024

Reason for Policy

The purpose of this policy is to explain guidelines and limits on all items available for check-out at the Branch District Library (BDL or "Library"), as well as expectations for patrons prior to, during, and after borrowing items from the Library.

Definitions

- "Adult" means people age 18 or older.
- "Minor" means people from birth to age 18.
- "Service Area" means Branch County or the geographic jurisdiction of any other governmental jurisdiction that contracts with BDL for library services.

Deleted: Branch District Library

Types of Branch District Library Cards

- Resident cards (expires after 1 year).
- Annual Non-resident cards (expires after 1 year).
- Temporary non-resident cards (expires after 3 months).

Resident Card Requirements

- Available to adult and minor residents of the service area.
- Available to adult owners of businesses within the service area.
- Available to students attending schools within the service area.
- Available to educators at schools and homeschools within the service area.
- Resident cards are free.

Non-Resident Card Requirements

- Available to adults and minors who live outside the service area.
- Available to adult owners of businesses outside the service area.
- Non-resident cards are available for a fee, with temporary cards having one-quarter the fee of the annual card.



BDL ADMINISTRATIVE OFFICES
10 E. Chicago St., Coldwater MI 49036
Tel.: 517-278-2341 • Fax: 517-278-2342
info@BranchDistrictLibrary.org

Replacement of Lost Cards

A patron with a lost card, should notify the library as soon as possible and request a replacement. Patrons are allowed one free replacement in a twelve-month period, after that will be charged for replacement.

Identification Requirements

All applicants for library cards must present proof of identity and residence. Other proofs are required as noted below for minors. Acceptable proofs include the following:

- Driver's license or state personal identification card
- Voter registration card
- Property assessment in the applicant's name for an address in the service area
- Utility bill in the applicant's name for an address in the service area
- Current lease, mortgage papers or rent receipts that are officially printed and which show the applicant's name for an address in the service area
- Students and teachers not living within the service area should present official identification from a school within the service area
- To get a regular library card, minors must be accompanied by a parent or legal guardian unless they are:
 - Married, in which case, they must present their marriage license or certificate; or
 - Emancipated, in which case, they must present their emancipation papers.

Deleted: , other than E-cards,

Deleted: student

Exception

People who object to applying for, or using, a library card due to religious reasons may still have full library privileges if they provide their reason for objection. BDL will maintain a record of their name, address, and phone number in the Library's computer system.

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Borrowing

All borrowers must have a valid BDL library card to borrow materials. Patrons must use their own library card to check out materials. A parent or guardian may check out items on their child's account without the child present.

Deleted: from the Branch District Library

All patrons are expected to bring their library cards to check out items. In the absence of a library card, staff will accept a valid, government-issued ID that corresponds with the information on file, or a verification of contact information.

Borrowing Privileges

The following borrowing privileges are available to BDL cardholders:

Adult

- May check out any library materials.
- For those aged 18 and above.
- Available for those under 18 with permission of a parent or legal guardian.

Juvenile without Audiovisual Privileges

- May check out only print items shelved in the Juvenile and Young Adult sections.
- Access to digital circulating materials will be provided only on services that offer separate collections for juvenile and/or young adult audiences.
- Available for those under age 18.
- At age 18, this account elevates to the Adult Library Card type.

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Juvenile with Audiovisual Privileges

- May check out any library materials shelved in the Juvenile and Young Adult sections.
- Access to digital circulating materials will be provided only on services that offer separate collections for juvenile and/or young adult audiences.
- Available for those under age 18.
- At age 18, this account elevates to the Adult Library Card type.

Educator

- May check out any library materials.
- Available to educators at schools or homeschools aged 18 and above.

Organization

- May check out any library materials.
- Available to community organizations who have the need to check out items for a group setting.

Library1

- May check out only print items shelved in the Juvenile and Young Adult sections
- Access to digital circulating materials will be provided only on services that offer separate collections for juvenile and/or young adult audiences.
- Available for those under age 18.
- At age 18, this account elevates to the Adult Library Card type.

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Lending

The Library assures free access to its holdings. Most materials will be on open shelves, freely and easily accessible to the public. To ensure equitable access to different materials, the Library does restrict circulation of reference materials and may establish different loan periods for select materials or hold certain materials at a service desk.

The Library does not limit minors to the use of materials only in the Juvenile and Young Adult collections. Parents or legal guardians have the right and responsibility to determine what is appropriate for their own children. Parents or legal guardians will select the desired level of borrowing privileges for their minors during library card registration, but the book stacks remain open and accessible to all users.

The Library does not label materials or their catalog records to indicate the material's point of view or bias. The Library does not add or remove evaluative labels from materials, such as motion picture ratings

Deleted: E-Card

Full access to digital materials.

May not checkout any physical materials.

Available for any age.

Possible to upgrade to a library card with full privileges.

or language ratings on some audio materials. For more information on labeling of library collections, see the [ALA Labeling Statement](#).

Loan Periods

The Library loans materials for a finite period of time, as determined by the Library Director.

Patrons have the option to renew most checkouts for one additional loan period, as long as the item does not have a waiting list. Due to high demand, WiFi Hotspots may not be renewed.

Because patrons have access to materials from other libraries through MeLCat, it is possible that other loan periods may exist. Patrons should refer to their online account, or check-out slip to find the correct due date for each item. MeLCat renewal options vary depending on the lending library. Materials available through digital services have their own loan periods.

Holds

Patrons may place holds to get on the waiting list for materials. Holds may be placed at any time from the Library's online catalog, or by calling the Library. Patrons will be notified by their preferred method when materials are available for pickup. The Library will hold materials for pickup for 10 calendar days from time of notice. If materials are not picked up within this time, the holds will be canceled and the materials returned to circulation.

Limits

The Library Director sets limits on the number of physical items patrons may have checked out at one time from our collection based on borrowing privileges and media type. MeLCat and digital services may have their own limits.

Fines and Fees

The Library does not charge fines for overdue materials, but does expect materials to be returned when they are due. Materials that are lost or damaged are subject to charges of the original retail cost of the item , with the exception of those of Library1 cardholders. BDL covers the liability for one lost or damaged item per calendar year for Library1 cardholders. Loss of, or damage to, packaging or accessories of specialty items are subject to charges of the current retail cost of the lost or damaged part.

The Library Director may set a fee for specific library services or items. These may include, but are not limited to, the following:

- non-resident library cards
- photocopying, printing, and associated small office supplies
- promotional items

Those seeking employment may print at no charge black-and-white copies of resumes, cover letters, job applications, or other documents related to seeking employment. Students living or attending school in our service area may print at no charge black-and-white school assignments or documents.

Deleted: The following loan periods apply to all borrowing privilege levels, except for Educator:

- 7 days
- Videos
- 14 days
- New materials, audiobooks, periodicals, kits
- 28 days
- Books
- Educator privileges have the following loan periods:
- 14 days
- New materials, periodicals, kits
- 30 days
- Videos, audiobooks
- 60 days
- Books

The Library Director may establish new loan periods for materials added to the collection which are in a new format.

Deleted: Adult, Juvenile, and Organization borrower types

- 30 items total
- 10 audiovisual items

Educator borrower types

- 60 items total
- 10 audiovisual items

Library1 type

- 1 physical item total

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Deleted: late fees

Deleted: as defined below

Deleted: Fines

Deleted: There are no overdue fines.

Fees

- Non-resident library card fee → → → \$50/year
- Temporary (3-month) library card fee → → → \$12.50
- Photocopies or computer prints, black and white → \$0.15/side
- Photocopies or computer prints, color → → → \$0.25/side
- Replacement Library Card → → → \$0.50
- Referral to collection agency → → → \$15
- Sending fax → → → → → No charge
- Receiving fax → → → → → \$0.15/side if printed
- Notary service → → → → → No charge
- Lost or damaged materials → → → Original retail cost
- Lost or damaged packaging → → → Current retail cost

Because patrons have access to materials from other libraries through MeLCat, it is possible that these other libraries will assess charges for lost or damaged materials. In these cases, the Library will pass on any charges to the patron.

Overdues

The process for handling overdue BDL materials leading to billings is as follows:

- At 7-days overdue, a notice is sent to the patron by email, if they have an email address on file, otherwise by paper mailing.
- At 21-days overdue, a paper mailing is sent to the patron requesting that the materials are returned immediately and warning of the consequences of charges and the potential loss of borrowing privileges if materials are not returned.
- At 28-days overdue, materials are marked lost and the patron is sent a paper bill.

Patrons' borrowing privileges will be restored if overdue materials are returned or their bill is paid. Patrons may also restore access to library services if they have arranged a payment plan for any account charges with the Branch Manager.

The Library does not accept replacement copies of materials.

Lost materials that have previously been paid for by the patron can be returned to the Library for reimbursement of charges if the materials are returned in acceptable condition, within 60 days of receipt of payment, and with the original receipt.

If materials are damaged so as to be judged by the Library as being unusable for the collection, staff will assess damage charges and notice of these charges will be sent to the patron. If unpaid charges for lost or damaged materials are \$20 or greater, the patron will be denied borrowing privileges and access to computer services by being barred in our Library System.