

CIRCULATION POLICIES

Eligibility

Anyone who lives, works or owns property in the City of Belleville, Sumpter Township or Van Buren Township is eligible for a Belleville Area District Library card. Proof of residency is required. We will accept a driver's license with a current address. If you have recently moved and your identification does not reflect your current address, you may show a utility bill, lease agreement, mortgage, or tax bill. There is no fee for a first card and replacement cards are only \$1.00

If you are under the age of 18, you must have a parent or legal guardian present to sign an application form and show address verification.

Library cards must be renewed every 3 years.

Temporary or Non-Resident cards

Any non-resident who lives in a community served by The Library Network who does not have an active card is eligible for a temporary 30 day card. They must return to their home library for a permanent card.

Teacher Cards

Teacher cards are issued to teachers who live or teach in the community. Teachers must show their school ID and fill out an application. Cards have a 1 year expiration date. Teachers are not charged late fees.

*** Use of these cards is limited to the Belleville Area District Library

Student Cards

Student cards are issued to students who attend a school but do not reside in the library's service area. A valid school ID or class schedule must be shown. Students under the age of 18 must have a parent or legal guardian present to sign an application form and show address verification. Cards have a 1 year expiration date.

Business Cards

Business cards are issued to non-residents who work in the community. A business card or business letterhead must be shown and an application must be filled out. Cards have a 1 year expiration date.

***The use of these cards is limited to the Belleville Area District Library.

Michicards

Michicards are issued to our patrons who are in good standing. Michicards may be used at any participating library in the State of Michigan. Patrons must fill out an application and a Michicard sticker will be applied to their library card.

Check Out Policies

Generally, there is no limit to the number of items that may be checked out. Exemptions include feature films on DVD (5), compact discs (5), and software (3). Occasionally, limits will be placed on collections of high interest (holiday, class assignment, etc.).

Loan Periods

Books, compact discs, talking books, and non-fiction videos/DVDs generally circulate for three weeks. The following items are loaned for one week: feature films, children's videos, read-alongs, magazines and encyclopedias.

Renewals

Most items may be renewed by phone or through the online catalog which is available on our homepage (www.belleville.lib.mi.us). Exceptions include feature films, items with outstanding

requests, and items borrowed from outside The Library Network's shared system. Renewing items that are overdue will not remove any fines that are already accrued.

Holds

Hold's may be placed on items in the library's shared catalog and can be picked up at the circulation desk when they become available. In addition, hold's may be placed in the statewide catalog, MelCat.

Late Charges

Fines for interlibrary loans are governed by the owning library.

Item	Per Day	Max
DVD	\$1.00	\$10.00
Books & Audio Books	\$0.20	\$8.00
Music	\$0.20	\$8.00
Paperbacks	\$0.20	\$3.00
Children's items	\$0.10	\$4.00
Software	\$0.20	\$5.00
Magazines	\$0.10	\$2.00
Non-Fiction Videos	\$0.10	\$4.00
Encyclopedias	\$0.10	\$4.00

Total fines must be lower than \$15.00 in order to check out items. After 40 days, a collection agency will be used to recover fines in excess of \$50.00. A \$10.00 processing fee will be added to any account sent to the collection agency.