

## **LIBRARY LENDING POLICIES**

### **Library Card Eligibility**

Anyone who lives, works, owns property, or attends school within the taxpayer boundaries of the City of Belleville, Sumpter Township, or Van Buren Township is eligible for a library card at the Belleville Area District Library. Cardholders may take advantage of the following services:

- Books and materials
- Interlibrary lending services
- Access to the library's digital or electronic resources
- Reciprocal borrowing with participating libraries

### **Resident Cards**

Residents may apply for a library card in person at the main library, at the Sumpter Branch, or online. The library will accept a driver's license/state ID with a current address as proof of residency. 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.

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.

Online cards: Patrons can apply for a library card by completing the form available on our website ([www.belleville.lib.mi.us](http://www.belleville.lib.mi.us)) and we will follow up with card information and next steps. Proof of residency in our service area must still be shown.

### **Business Cards**

Business cards are issued to non-residents who work in the library's service area. A business card, company ID, or business letterhead must be shown. Cards have a 1-year expiration date.

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

### **Student Cards**

Student cards are issued to students who attend a school in the library's service area, but do not reside in the library's service area. A valid school ID or class schedule must be shown and an application must be filled out. 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.

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### **Teacher Cards**

Teacher cards are issued to teachers who live or teach in the library's service area. Teachers must show their school ID and fill out an application. Cards have a 1-year expiration date. Items may be checked out for a longer period of time than a traditional loan.

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### **MILibraryCards**

MILibraryCards are issued to our patrons who are in good standing. MILibrary may be used at any participating library in the State of Michigan. A MILibrary sticker will be applied to your library card upon request.

### **Non-Resident cards**

Patrons who live outside of our service area may still use our materials and facilities, and attend library events. In order to borrow items, their options include:

- **TLN:** Non-residents who live within the boundaries of a reciprocal Library Network Library may use their card at the BADL. If they do not have an active card from their

home library, a 30-day temporary card can be issued, but they must return to their home library for a permanent card.

- **MILibraryCards:** If a non-resident's home library is not part of TLN, but does participate in the MILibraryCard program, they may present their home library card with a MILibraryCard sticker in order to borrow up to ten items at the BADL.
- **Purchased Cards:** Non-residents may purchase one membership per year for \$120, payable on the date of issue. The card provides full access to the library's collection, eContent, and Interlibrary loan services. As part of the membership fee, each family member living at the same address will be eligible for an individual library card. An application must be filled out. These memberships allow patrons access to greater borrowing limits and holds than the MILibraryCard option allows, as well as access to nonprint resources.

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### **Check Out Policies**

Generally, there is no limit to the number of items that may be checked out. Occasionally, limits will be placed on collections of high interest (holiday, class assignment, etc.).

### **Loan Periods**

Books, compact discs, audio books, and non-fiction DVDs generally circulate for three weeks. Feature films, children's DVDs, magazines and encyclopedias are loaned for one week. Materials that are in high demand may be loaned for shorter periods of time.

### **Renewals**

Items that are eligible for renewal will be renewed automatically three days prior to their due date. Exceptions include new materials, items with outstanding requests, and items borrowed from outside The Library Network's shared system. Patrons may also renew items by phone or through the online catalog which is available on our website ([www.belleville.lib.mi.us](http://www.belleville.lib.mi.us)).

### **Holds**

Holds 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, holds may be placed in the statewide catalog, MelCat. Holds will be available for pickup for one week after arrival at the library.

### **Overdue and Lost/Damaged Items**

In order to remove barriers to library access, the library does not charge late fines to its patrons for overdue books and materials. (Items checked out at other libraries and returned to the Belleville Area District Library may still incur fines).

The library will continue to charge replacement costs for lost or damaged items. An item will be considered lost if it has not been returned after 21 days past the due date. Patrons are responsible for the cost of items that have been returned in poor condition (e.g. water damage, missing pages, significant stains, etc.). Card holders may not check out additional materials if they owe more than \$25.00 on their record.

If lost items are not paid for or returned within 45 days past the due date, a collection agency will be used to recover bills in excess of \$100.00. A \$10.00 processing fee will be added to any account sent to the collection agency.