

## **Circulation Procedures**

### **CIRCULATION**

All books, magazines, audiobooks, informational movies, and compact discs circulate for three weeks. There is no limit to the number of materials that may be checked out, except for items in temporary high demand. The librarians may restrict the number of items to be circulated on a subject; for example, holiday books or books related to a school assignment.

Books designated reference, current issue of magazines, and all materials in the Local History Collection do not circulate, although a librarian may make an exception for overnight only.

Entertainment DVDs and video games check out for one week and can be renewed one time as long as there are no holds on the item. Patrons can check out up to ten DVDs at one time and five video games. Informational (non-fiction) movies check out for three weeks.

All materials may be checked out on any valid Bacon Library or Library Network library card.

Materials may be returned to any Library Network library. Materials are considered returned when they are presented at the Circulation Desk or put into the outside drop box. Items checked out via MI Library Card may be returned to any MI Library Card library. Items borrowed via MeLCat must be returned to the library from which they were checked out.

Materials from Bacon Library and other Library Network member libraries may be renewed twice if there are no holds against them. Materials borrowed through MeLCat may be renewed once.

### **TEACHER LOANS**

Teacher Loans -- Teachers in any Wyandotte public or parochial school may apply for Teacher Loan cards, which entitle them to check out materials for 4 weeks (except the loan period for DVDs is 10 days). A teacher who has three or more lost items on their card will lose this privilege. Eligibility to obtain classroom loans and the composition of each loan is determined by the Youth Librarian. Classroom loans, or individual loans to teachers, may be requested via phone or email, checked out with the registration information in the computer, and sent to the teacher's school via school district delivery van.

### **LIBRARY CARDS**

Patrons should always be asked to present their library cards. However, if the patron has not brought his/her card, the clerk may look up the ID number on the computer and check out the

materials that way, but the patron must present other identification if s/he is not known to the clerk. If the computer is down, it is impossible to check out books without a patron's card.

If a patron loses his/her library card, a new one may be issued for \$1.00. This requires a new ID number.

New patrons just issued a library card are limited to 5 items for the first check out.

Bacon Library does not issue and renew permanent library cards for other Library Network libraries. Thirty day temporary cards will be given to patrons who don't have a library card and live in cities with TLN member libraries. No lost card may be replaced for a patron of another library. No cards may be renewed if lost items are on the patron's record.

### **RESERVES**

Any Library Network patron may reserve any type of material from this library or any other TLN library in person, online, or by telephone. When an item is returned from circulation, the automation system automatically sends out a notice when the material is available. If the patron does not claim the reserved material within 7 days, his/her name is removed and the next person notified.

Materials in the library that have been reserved by telephone are held for 3 days.

Materials requested through the MelCat system may only be reserved for pick-up at the patron's home library.

### **INTERLIBRARY LOAN**

Bacon will loan any circulating book, audio, DVD or cd via intralibrary (within TLN cooperative) or interlibrary loan except those in the Max Schwartz collection, local history, reference, and new materials which have local holds or are judged by the ILL librarian to be in high demand. Magazines, games and equipment do not circulate via ILL. An item checked out via ILL may be renewed twice as long as there are no holds on the item.

Residents of Wyandotte may request that Bacon borrow via interlibrary loan from out of state or by special request up to 5 items per month at no charge. Non-residents will be charged \$20.00 per request. Only the ILL librarian can make exceptions to these policies.

The ILL librarian may choose to purchase a requested book rather than attempt to borrow it, at his/her discretion.

### **OVERDUE ITEMS**

Overdue notices are sent 7 days after the due date and bills for replacement are sent after 21 days. Also, the names of patrons who owe more than \$65.00 for overdue items are sent to Unique Management Services for collection 14 days after the items go into lost status on their card.

### **UNRETURNED MATERIALS**

If a book or other material is reported lost, the list cost of the item must be paid. If the computer does not list a price, charge the following:

Adult hardback book	\$25.00
Adult mass market paperback book	8.00
Children's hardback book	18.00
Children's paperback book	5.00
Magazines	5.00
Audio	See librarian
Compact disc	15.00
DVD	25.00
Games	30.00
Wireless Hotspot	20.00

The patron is issued a receipt for the lost material, which is non-refundable.

Anyone who has one lost item on their record will not be permitted to check out additional materials until that item is paid for or returned. The Library does not accept replacement items for lost materials.

If a patron claims to have returned any material which has been reported overdue, the shelf is immediately checked to determine if the item is in the library; if so, it is discharged and removed from the patron's record. If the item is not on the shelf and not checked out to someone else, the patron is asked to look for the material and told the library will also look. The item is removed from the patron's record, and it is marked "Missing."

### **DAMAGED MATERIALS**

Damage to materials that cannot be repaired is to be stamped "Damage Noted." If a patron claims not to have done the damage, explain that all prior damage is noted.

If material is unusable, patron is charged the list cost. Patron may keep the item if it would be discarded, but remove all ownership identification and stamp withdrawn on front and back flyleaves.

Patrons will be charged the following amounts for damaged materials:

Book needing rebinding	\$ 8.00
Crayon, pen, torn pages, etc.	.50 to 1.00
Periodicals	3.00
AV cases	1.00
Missing audio CD	7.00

### **MOBILE HOTSPOTS**

Mobile Hotspots check out for three weeks with no renewals.

Lucky Day Hotspots check out for one week with no renewals or holds.

Only one Hotspot can be checked out at a time per household. Hotspots can only be checked out by those 13 years of age and older who have full privilege library cards.

Once a Hotspot is returned, a patron and any members of their household may not check out another hotspot for 24 hours. They may place a hold.

**Overdue Hotspots** will be deactivated within 24 hours after the due date.

First Offense: Patrons who return a hotspot after it has been deactivated, but it has not yet gone lost, are unable to check another one out for a week.

Second Offense: Patrons who return a hotspot two or more times after it has been deactivated, but it has not yet gone lost, are unable to check another one out for a month.

### **Lost Hotspots**

First Offense: Patrons whose hotspot has been deactivated and gone lost cannot check out another hotspot for 2 months.

Second Offense: Patrons whose hotspot has been deactivated and gone lost cannot check out another hotspot for 1 year.