

Laingsburg Public Library Circulation Policy

1. Library Card Registration

The Laingsburg Public Library is dedicated to providing access to a wide range of resources and services. A library card allows patrons to borrow materials, use library facilities, and access digital services.

2. Eligibility for a Library Card

Patrons must provide a valid photo ID and proof of current address (e.g. driver's license, utility bill, lease agreement, or personalized check). Borrowers are responsible for all materials checked out on their card.

Laingsburg Public Library Cards are issued for a two-year period and must be renewed with updated contact information. Cards will be renewed after identification, address and telephone number have been verified for accuracy and all fines and fees have been paid to under \$5.00.

- **Residents of the City of Laingsburg and Woodhull, Sciota, and Victor Townships:** Individuals residing in the City of Laingsburg or these townships are eligible for a library card.
- **Non-Residents Attending School in Laingsburg:** Individuals who attend school in Laingsburg, regardless of their place of residence, are eligible for a library card.
- **Non-Residents Owning a Business in Laingsburg:** Individuals who own a business in Laingsburg are eligible for a library card.
- **Non-Residents Working in Laingsburg:** Individuals who work in Laingsburg are eligible for a library card.
- **Non-Residents:** Individuals who do not meet any of the above criteria may still apply for a library card by paying the appropriate non-resident fees (\$25/6 months or \$45/12 months).
- **Minors:** Patrons under the age of 18 must have a parent or legal guardian sign their library card application, accepting responsibility for all materials checked out and fees incurred.

3. Lost or Stolen Library Cards

Lost or stolen library cards must be reported to the library immediately. Patrons are responsible for any materials checked out on their card until the loss is reported. A replacement card may be issued for a \$5.00 fee upon verification of identity.

4. Lending Period and Renewals

Library materials are available for checkout to patrons of the Laingsburg Public Library who hold a valid, active library card. The account must be in good standing, with no outstanding issues that would restrict borrowing privileges. Library staff do not restrict access to public collections materials for any person for any reason. Responsibility for a child's selection of materials rests solely with parents or guardians, who are encouraged to discuss appropriate content and borrowing choices with their children.

Eligible materials may be renewed online, by phone, or in person. Review the chart below for more information about maximum renewals and loan periods by material type.

Material Type	Checkout Period	Maximum Renewals	Maximum Loan Period
Audio Books	2 weeks	2	6 weeks
Books	2 weeks	2	6 weeks
DVDs	1 week	1	2 weeks
Magazines	1 week	1	2 weeks
Interlibrary Loan Items	Varies by lending institution	Varies by lending institution	Varies by lending institution
Nontraditional Materials	1 week	1	2 weeks

5. Reserving Library Materials

Patrons may request holds on items that are currently checked out by logging into their account through the Library's online catalog, calling the Library, or making the request in person. Once the requested item becomes available, the Library will notify the patron by phone or email.

Reserved items will be held at the Library for five (5) days. Items must be checked out using the same library account that was used to place the hold.

If a patron places a hold on an item that is currently available on the shelf, and the item has not yet been retrieved by staff, it remains available for checkout by any other patron in the Library. In that case, the original hold will remain active, and the requesting patron will be next in line once the item is returned.

6. Lost and Damaged Items

Lost Material: Any item not returned within **sixty (60) days of its due date** will be considered lost. The patron will be responsible for paying the full replacement cost. The **Library Director** will determine the replacement price—based on the item’s list value—and notify the patron of the amount owed. If the lost item is later found and returned after payment has been made, no refund will be issued. The item will belong to the patron.

Damaged Material: Patrons are responsible for any items returned in damaged condition. If an item is damaged to the extent that it can no longer be circulated, the patron who checked it out will be charged the full replacement cost. The Library reserves the sole right to decide whether an item can be repaired or must be replaced.

7. Overdue Charges and Loss of Borrowing Privileges

The Laingsburg Public Library aims to support equitable access. Fee policies are reviewed periodically and are subject to change.

- There are no overdue fines. However, patrons are responsible for the **replacement cost of any items that are lost or damaged beyond repair.**
- The library is not required to provide notice of overdue material. The Patron is responsible for the fees and the return of material.
- When a patron has accumulated fees greater than \$5.00 or has (1) one or more items 30 days or more overdue, the patron shall be considered delinquent.
- Patrons who are delinquent may not check out any additional items or use Library computers until the outstanding fines have been paid in full.

8. Interlibrary Loan (ILL)

Laingsburg Public Library agrees to participate in interlibrary loan to and from other libraries. The LPL will adhere to all policies as defined by the MelCat lending service.

9. Audio and Visual Materials

Patrons borrow and use audio and visual materials at their own risk. Laingsburg Public Library is not responsible for patron audiovisual equipment malfunction or damage. Parental guidance is advised for minors borrowing audiovisual materials. The library does not restrict access based on content but encourages parental involvement.

10. Confidentiality

In accordance with Michigan Library Privacy Act (MCL 397.601), the Laingsburg Public Library maintains strict confidentiality of all patron records, including borrowing history, cardholder information, and reference inquiries. No information will be disclosed to third parties without a court order or written consent from the cardholder.

11. Services and Fees*

Copies - Black and White	\$0.25/side
Copies - Color	\$0.25/side
Fax Services - Sending Only	\$2.00 (first page), \$1.00 (each page thereafter)
Interloan Requests	No Charge
Library Card - Non-Resident	\$25/6 months and \$45/12 months
3D Printing Service	No Charge
Lamination	\$1.75/ft

*Fees are subject to change

Adopted and approved by Laingsburg Library Board of Trustees: May 12, 2025