

Circulation Policy

ACCESS TO MATERIALS

- A. There are no restrictions regarding access to the materials owned by the library based on a user's age.
- B. Individuals are free to select or reject for themselves any item in the library's collection.
- C. Individual or group opinions about a particular item or type of materials in the collection may not preclude its use by others.
- D. Parents are responsible for limiting access to materials for their children. The library staff is not responsible for overseeing a child's use or access to materials.
- E. The library staff may limit the number of items loaned to one cardholder on a specific subject in order that the library is not totally depleted of information on a subject.

*Adopted: February 8, 2005
Revised: November 16, 2010
Reviewed: December 17, 2024*

RESPONSIBILITY AGREEMENT

- A. Items that are borrowed from the Hesperia Community Library or other Lakeland Library Cooperative members must be returned in the same condition. Charges are assessed for any lost or damaged items.
- B. Lost or damaged items that have been paid for by the patron become the property of the patron. No refund will be issued.
- C. Items should be returned to the library by the date due.

*Adopted: February 8, 2005
Revised: November 17, 2015
Reviewed: December 17, 2024*

REQUIREMENTS FOR A LIBRARY CARD

- A. Library cards are free to residents of the Hesperia Community Library District. The Hesperia Community Library District includes the townships of Newfield, Denver, Greenwood, and the part of Beaver Township that is in the Hesperia Community School district.
 - a. Individuals who own property in the Hesperia Community Library District but do not reside in the district or an area served by the Lakeland Library Cooperative member library may be issued a Resident card with no fee.
- B. All applicants must sign the responsibility agreement in order to borrow materials.
- C. Parents/guardians must sign and accept legal responsibility for materials borrowed by minor children, ages 0 to 18. Signatures indicate an acceptance of responsibility for the following:
 - a. The minor's use of all library resources, including the Internet
 - b. Supervision of the minor's choice of materials
 - c. Fees associated with all losses and damages to material and equipment borrowed.
- E. All charges due the Hesperia Community Library or any other Lakeland Library Cooperative library must be paid before receiving a Hesperia Community Library card.
- F. All applicants must present their Michigan Drivers' License or Michigan ID to verify their current address. The ID address must be consistent with the address on the application. In the case of minors, the parent/guardian's ID is used to satisfy this requirement.
 - a. Applicants who have recently moved to the Hesperia Community Library District and do not yet have an updated ID may present two current pieces of mail at their address in Hesperia to prove the residency requirement.
- G. All applicants must provide all information required by the Lakeland Library Cooperative and notify the library staff of any changes in name and/or address.

*Adopted: February 8, 2005
Reviewed: December 17, 2013
Revised December, 2024*

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NON-RESIDENT CARD

- A. Individuals who do not reside in the Hesperia Community Library District or in an area served by a Lakeland Library Cooperative member library may be issued a nonresident card for a fee.
 - a. One non-resident card will be issued per household.
 - b. Applicants may pay a fee of \$48 per year or a minimum quarterly fee of \$12 for 3 months service.
 - c. Nonresident cardholders are restricted to borrowing materials owned by the Hesperia Community Library. Interloan service is not provided. Downloadable materials including e-books, e-audiobooks, e-magazines, downloadable music, movies and books are not available to nonresident cardholders.
 - d. Teachers employed by Hesperia Community Schools who wish to borrow materials to support curricular activities, may apply for a nonresident card with no fee if they reside outside the Lakeland Library Cooperative. The card will expire annually on August 31.

STUDENT CARD

- A. Student cards are issued to minors in grades K-12 attending Hesperia Community Schools.
 - a. Limited in use to the student to whom the card was issued.
 - b. Valid for current school year and expires on August 31st each year.
 - c. Renewable for the following school year on September 1.
 - d. Limited to two items checked out.
 - e. If an item is damaged or lost the student may resume borrowing when the charges are paid.
 - f. Student cards may be upgraded to a resident juvenile card if they reside in the library district and have a parent or guardian co-signer's valid identification recorded on file.

Revised December, 2024

ONLINE LIBRARY CARD REGISTRATION

- A. Patrons in the Hesperia Community Library District may register online for a digital library card through Patron Point at: <https://lcoop.org/library-card-application/nh-app/>
- B. This card allows patron access to online library materials including those in the Libby app and the Hoopla app.

Adopted: December, 2024

PRIVACY OF USER RECORDS

- A. Hesperia Community Library is bound by the Michigan Library Privacy Act (PA 455 of 1982) in which a "library record" is defined as a document, record, or other method of storing information retained by the library that personally identifies a library patron including the patron's name, address, email address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. The Library Privacy Act provides that a "library record" is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court.
- B. Hesperia Community Library will not release nor disclose a "library record" except as provided by the Library Privacy Act or as otherwise required by state or federal law. The Library, however, may use the "library record" for the purpose of retrieving overdue materials, collecting fines, and other library business permitted by law. A Hesperia Community Library employee who receives a request for a public record shall promptly forward that request to the Library Director.

Adopted: December, 2024

EXPIRATION DATE

- A. Cardholders' records will expire every 3 years on their date of birth.
- B. Online library cards created through Patron Point automatically renew.

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- C. Cardholders will be asked to verify their address and phone number whenever their card nears or has passed the expiration date.

*Adopted: February 8, 2005
Revised: August 21, 2018
Reviewed: December 17, 2024*

ELECTRONIC NOTIFICATION AND APP

- A. Cardholders are encouraged to sign up for email/text message notifications at <https://hesperia.bibliocommons.com>.
- B. Additionally, Lakeland Library Coop has an app in which users can renew their books, place holds, or pay library fees.

*Adopted: February 8, 2005
Reviewed: January 18, 2022
Revised December, 2024*

REPLACEMENT OF A LOST CARD

- A. The cardholder's library card must be presented whenever materials are checked out.
- B. If a cardholder forgets or cannot locate their library card, they may show their drivers' license or Michigan ID a total of three times.
 - a. If the cardholder indicates that the card cannot be located, the replacement cost is \$3.00.
- C. Whenever a card is lost, the cardholder should report the loss to the library. A note will be added to the record to prevent anyone else from using the card to check out materials.
 - a. If not reported, the cardholder can be charged for any materials checked out on a lost card.

*Adopted: February 8, 2005
Revised: January 18, 2022
Reviewed: December 17, 2024*

LOANING MATERIALS

- A. In order to borrow materials from the Hesperia Community Library, eligible individuals must be issued a library card from the Hesperia Community Library or another member of the Lakeland Library Cooperative.
- B. Cardholders must owe no more than \$5.00 in fees/fines to check out materials.
- C. Loan periods are established by the Lakeland Library Cooperative member libraries.
- D. Loan periods are posted near the circulation desk.
- E. Borrowers will either have the date due stamped on the item or receive a receipt listing the items checked out with the date due.

*Adopted: February 8, 2005
Revised: August 21, 2018
Reviewed: December 17, 2024*

LOANING INTERNET HOTSPOTS

- A. Only Adult Resident Cardholders of Hesperia Community Library may borrow an Internet Hotspot from the library.
- B. Any patron borrowing a hotspot must read and sign the "Hesperia Community Library Hotspot Borrowing Agreement."
- C. Hotspots may be checked out for one week with no renewals.
- D. After being overdue for 5 days, the Hotspot service will be deactivated.
- E. If a patron keeps a hotspot to the point of deactivation (overdue for more than 5 days), they will not be permitted to check out another hotspot for 6 months.
- F. The following special fine schedule applies to Internet Hotspots:
- G. Patrons with library cards less than 90 days old must pay a \$25.00 refundable deposit to check out a Hotspot.
- H. A \$25 fee for any Hotspots placed in the dropbox will be assessed.

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- I. Overdue Hotspots will be charged an overdue fine of \$1 per day.
- J. After 30 days overdue, the hotspot is no longer returnable to the library, and the patron will be charged for the following costs: \$115

Adopted: December, 2024

EXTENDING A LOAN PERIOD

- A. Materials may be renewed if there is not another cardholder waiting for the item.
- B. Cardholders may renew materials online at <https://hesperia.bibliocommons.com/> or through the Lakeland Library Coop phone app, by calling the library or by bringing the item to the library.
- C. Materials are automatically renewed twice, unless there is a hold placed on the item.
- D. The library staff is authorized to renew any item owned by the Hesperia Community Library, for an extended period whenever circumstances warrant.
- E. Items owned by other libraries may be renewed twice, provided there are no holds. Further renewals are not allowed until the item is returned to the owning library.

Adopted: February 8, 2005

Revised December, 2024

LOST OR DAMAGED MATERIALS

- A. When a patron does not return an item, the fee will be the cost of the item as listed in the item record, regardless of the age or condition of the item when checked out.
- B. Damaged and paid items that have been removed from the collection may be given to the cardholder if requested.
- C. Lost items that have been paid for by Hesperia Community patrons become the property of the patron, including patrons of other libraries.
- D. Damaged items that are not paid for immediately will be retained by the library for six months. If items pose a health hazard or risk to the safety or security of the staff, patrons or collection the item may be withdrawn immediately and discarded. This includes water/wet items, insects, mold, etc.

Adopted: February 8, 2005

Reviewed: January 18, 2022

Revised December, 2024

RESERVING MATERIALS

- A. Cardholders may request item(s) to be placed on hold or delivered from another library. Holds may be placed by library staff, online at <https://hesperia.bibliocommons.com/>, or through the Lakeland Library Coop phone app.
- B. When reserved items from other libraries are received via the Lakeland Library Cooperative delivery system, the cardholder will have seven days to check out the item. If it is not checked out within seven days, it will be returned to the owning library.
- C. Notification that an item is being held for a cardholder can be by telephone, text message or email. It is the patron's responsibility to monitor their notifications.
- D. The card that was used to place the hold must be presented to check out the item.

Reviewed: January 18, 2022

Revised December, 2024

AUDIO-VISUAL MATERIALS USE

- A. Hesperia Community Library assumes no responsibility for damage to patrons' electronic equipment used to play library audio-visual materials.

Adopted: December, 2024

HOME LIBRARY DESIGNATION

- A. Patrons in Newaygo County may change their home library to another Newaygo County library every 60 days.
 - a. Extenuating circumstances may permit staff to, at the patron's request, change their home library outside of the 60 day requirement.

Adopted: December, 2024

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CLAIMING MATERIALS RETURNED

- A. When a cardholder claims they have returned materials that cannot be found at the library, the item may be given a status of “claims returned”.
- B. If the item was borrowed from another library, that library will be notified. The owning library may bill the cardholder for the item.
- C. The cardholder’s record will retain the claims returned status until the item is found.
- D. If a cardholder has more than 2 incidents, the Library Director may suspend borrowing privileges until restitution is made to the library. Borrowing privileges may be suspended whenever there are more than two incidents of “claims returned” or the value of items that “claims returned” reaches \$40.

*Adopted: February 8, 2005
Revised November 20, 2018
Reviewed: December 17, 2024*

OVERDUE MATERIALS

- A. If materials are not returned within three weeks of the due date, a bill will be mailed to the cardholder/co-signer. The bill will list the items checked out and the replacement cost of the materials.
- B. Bills will be sent monthly to all cardholders with overdue materials.
- C. When the materials are returned to the library, the cardholder will be required to pay any billing service fees that have accrued. The cardholder will be required to pay all accrued charges before checking out materials again.
- D. Any cardholder whose account reaches \$80 or more will be referred to a collection agency that specializes in the recovery of library materials. A fee of \$9.85 will be added to the cardholder’s record.
- E. Hesperia Community Library cardholders using services at other libraries are subject to the policies of that library which may include overdue fines and may include billing service fees from the Hesperia Community Library.
- F. Patrons with Hesperia Community Library listed as their home library may request library staff remove fines accrued from delivery items received from other libraries.
- G. Cardholders of other libraries using the services of the Hesperia Community Library will be required to pay any fees or fines on their account as assessed by the policies of the Lakeland Library Cooperative.
- H. Items returned with missing parts will not be checked in until the item is complete.

*Adopted: February 8, 2005
Reviewed: January 18, 2022
Revised December, 2024*

EXCEPTIONS

- A. The Library Director may approve exceptions to these policies in extenuating circumstances.

*Adopted: February 8, 2005
Reviewed: December 17, 2024*

SUSPENSION OF BORROWING PRIVILEGES

- A. A cardholder’s borrowing privileges will be suspended whenever there are overdue materials, pending fines or charges, and/or charges for damaged or lost materials. In the case of a minor, the co-signer’s borrowing privileges may also be suspended.
- B. The library’s online catalog system automatically suspends a cardholder’s borrowing privileges when there are pending fines/charges/fees over \$10.00.
- C. Borrowing privileges may be suspended whenever there are more than two incidents of “claims returned” or the value of items that “claims returned” reaches \$40.
- D. Cardholders who object to the suspension of their privileges to borrow materials may petition the Board of Trustees for review of their situation.

Revised December, 2024