

# **MacDonald Public Library**

## **CIRCULATION POLICY**

NOTE: to borrow materials, patrons must present a valid library card and have no bills or monies owed on their account. Lost library cards may be replaced for a \$3.00 fee.

### Circulation Services:

- Free circulation of most materials for 21 days; new-books for 14 days
- Educational and Juvenile DVDs, music CDs, juvenile encyclopedias, and magazines for 7 days
- DVD feature films – check-out for \$1.00 for 3 days. In-house viewing w/headphones is allowed. DVDs may not be copied as this is a breach of copyright law. Anyone under 18 years of age may not check-out R-rated DVDs.
- Due to high demand all music CDs and DVD feature films check-outs will be limited to 10.
- Materials can be held for two days when patron does not have library card with them.
- Interlibrary loan of items
- Renewal of items online or by phone (overdue items are subject to late fees and are not renewable online or by phone)

### General Services:

- Internet or WIFI available for public use **(please see our Internet policy)**
- Online resources; some with full text articles
- Community rooms available for public use **(please see our Community Rooms policy)**
- Copier and faxing services (both sending and receiving) **(please see our Fax Use Policy)**
- Microform reader/printer

### Additional Services and Programs:

- Early literacy stations
- Lap-sit, toddler, pre-school, and older children's programs
- Summer reading programs for all ages
- Various special interest groups meetings

### Special Collections and Services:

- Historic books of the Anchor Bay area and Michigan
- Anchor Bay area historic newspapers collection
- Friends of the Library events and on-going Used Book Sale
- Art and history exhibits

### Full-Use Card Eligibility:

All residents of the City of New Baltimore may apply for a library card. Proof of residency is required; driver's license, Michigan ID card or two utility bills are accepted.

Minor applicants must be 5 years of age and older and will need a parent or legal guardian's co-signature. Co-signers must present proper ID. It is the responsibility of a minor's parent or legal guardian to regulate all access to and use of library materials including the Internet. The library does not offer customized restrictions to specific collections or services.

## *CIRCULATION POLICY (con't)*

In addition, library cards (at no charge) may be obtained by persons living outside the City of New Baltimore, if they own a business or property within the City, upon showing proof of ownership (tax bill/receipt, business license, etc.).

This card provides full borrowing and interlibrary loan privileges to the holder and is valid at all Suburban Library Cooperative (SLC) libraries and branches. Card holders may visit and check out the collections of other SLC libraries. In addition, items checked out from other SLC libraries may be returned to them by dropping them off at MacDonald Public Library.

### Courtesy Card Eligibility (limited services):

As a public service, free (but limited use) cards are available to:

- Casco Twp. Residents (by contractual agreement with Casco, the township pays the Library to provide library services for its residents).
- Minors, ages 5 through 17 years, of area schools
- Persons 55 years of age or older
- Persons living outside the service area but employed by the City of New Baltimore, upon showing proof of employment.
- Persons living outside the service area but teach in the Anchor Bay School District and Immaculate Conception School, upon showing proof of employment. (Card will expire August 31 of each year.)

A Courtesy card provides borrowing privileges from our library only and must be renewed yearly. Holds can be placed on our materials only; no inter-library loaning can be done.

### Non-qualifiers May Purchase:

Most of the library's operating revenue comes from the City of New Baltimore property taxes. As such, non-residents who are ineligible for a courtesy card may elect to purchase a library card. Options are:

1. \$75.00/year/family for a Courtesy card.
2. \$200.00/year/family for a SLC Full-Use card. All family members *must* be present at time of purchase to receive a card. **(SLC Non-Resident card policy).**

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