

Library Cards and Circulation Policies

ELIGIBILITY FOR LIBRARY CARD

Library cards will not be denied based on age, gender, creed, race or ethnic origin.

Any resident, property or business owner, or personal or property taxpayer within the boundaries of the reciprocal borrowing agreement service area is eligible to use the Eastpointe Memorial Library. This area includes Armada Township, Armada Village, Centerline, Chesterfield Township, Clinton Township, Eastpointe, Fraser, Harper Woods, Lenox Township, New Haven Village, City of Mount Clemens and Mount Clemens Community School District, Macomb Township, New Baltimore, Casco Township, Richmond, Columbus Township, Richmond Township, Romeo Village, Bruce Township, Washington Township, Roseville, St. Clair Shores, Shelby Township, Sterling Heights, Troy, Utica, Warren. It does not include Harrison Township, Ray Township, Memphis, or any section of the Grosse Pointes which may or may not be in Macomb County.

Valid proof of residency, or property or business ownership, or current taxpayer receipt must be presented. A post office box number is not proof of residency.

Library card applications for those under the age of 16 must be signed by a parent or guardian. Acceptable identification of the parent or guardian must be presented as proof of residency.

Persons who are employed by a business located in the City of Eastpointe, or who attend a private or parochial school located within the City of Eastpointe, and who live in an area that supports a certified local public library are also entitled to an Eastpointe Memorial Library card with full reciprocal borrowing privileges. Valid proof of employment or school attendance must be presented.

Persons ineligible under the reciprocal borrowing agreement may purchase a cooperative-wide borrower's card for \$200.00 per year.

Students in private or parochial schools located in the City of Eastpointe who are otherwise not eligible for a library card under the reciprocal borrowing agreement may receive a courtesy card which will allow usage only at the Eastpointe Memorial Library and only for material owned by the Eastpointe Memorial Library.

RESPONSIBILITIES OF CARD HOLDER

- Library cards are not transferable and may not be used by others.
- Valid library card must be presented when checking materials out of the library.
- Each borrower is financially responsible for loss or damage to any materials checked out on his card.
- The parent (or guardian) who signs a child's registration form is responsible for all materials checked out on the child's card. A parent or guardian may revoke the responsibility at any time, but is held responsible for materials/fines prior to that time.
- Lost or stolen cards must be reported at once. Until then, the card holder is responsible for materials charged out to the card.
- Borrowed materials must be returned within the proper loan period. Daily fines will be assessed for materials returned after the due date.
- Borrowing privileges may be suspended or revoked for violation of existing rules and regulations.

CIRCULATION RULES

- Materials will not be denied to valid card holders based on age, gender, creed, race, or ethnic origin.
- No materials may be checked out without a valid library card.
- Materials borrowed from other libraries are subject to rules as set by the owning library.
- Materials marked "Reference" may not be checked out of the library.
- Circulating books, paperbacks, compact discs, audiocassettes and kits may be checked out for three weeks (unless otherwise marked). Auto repair manuals, GED study guides, magazines, pamphlets, college catalogs, non-feature videocassettes, children's videocassettes and classic videocassettes may be checked out for seven days.
- Feature videocassettes may be rented for \$1.00 for a period of two days.
- Digital videodiscs (DVDs) may be rented for \$2.00 for a period of two days (or \$1.00, if member of the Friends of the Eastpointe Memorial Library).
- Loan periods may be shortened due to high demand or during holiday seasons. Items may be temporarily marked for "reference use only" for display or program use.
- There is a two item per subject limit for non-fiction materials.
- The overdue fee for circulating books and encyclopedias, compact discs, audio cassettes and kits is 15¢ per day, with a maximum charge of \$10.00 per item. The overdue fee for auto repair manuals and GED study guides is 50¢ per day, with a maximum charge of \$10.00 per item. The overdue fee for magazines is 15¢ per day, with a maximum charge of \$2.00 per item. The overdue fee for non-feature, children's and classic videocassettes is \$1.00 per day, with a maximum charge of \$10.00 per item; and for feature videocassettes and digital videodiscs, the charge is \$2.00 per day, with a maximum of \$20.00 per item.

RENEWALS

- Print materials may be renewed once.
- Compact discs, audiocassettes and kits may be renewed once.
- Videocassettes and digital videodiscs may not be renewed.
- An item may not be renewed if another patron has placed a reserve on it.
- Items borrowed from other libraries are subject to rules governing renewals set by the owning library.
- Renewals may be made in the Library or over the telephone following the limits above.