

Policies of the Albion Municipal Library and Heritage Center
Section 3 – Patron Access

Policy Section 3.1 – Circulation Policy

1. Registrations of Patrons
 - a. All residents are eligible for a library card and are encouraged to become patrons of the public library.
 - b. In order to receive a card, proof of residence must be established by providing the following: current address, current driver's license or student ID is preferred, however, any other official ID may be acceptable.
 - c. Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:
 - i. The person whose signature appears below or his/her parent/guardian is responsible for all materials borrowed on this account. I agree to pay all fines or fees associated with this account, abide by the policies of the library, and report change of any patron information promptly.
 - d. Materials cannot be checked out until a library card is issued.
2. The library discourages patrons from allowing others to check out materials on their library card. If a patron presents another's library card to check out materials, staff members will assume that permission has been granted for the use of that card unless the card has been reported lost or stolen. Liability for misuse may be avoided by reporting lost or stolen cards immediately.
3. All library cards expire after three years. Patrons must verify registration information and must clear all outstanding fines and bills to renew card.
4. Juvenile cards
 - a. Parents must sign a statement of responsibility for children under the age of eighteen.
5. Material Loan Periods
 - a. Patrons may borrow a material for a period of three weeks. Items may be renewed once by phone, in person, or online by logging in through the Library Catalog
 - b. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
 - c. Interlibrary loans are due the date indicated by the lending library.
 - d. Items may only be renewed if there is not a waiting list for it.
6. Reserves
 - a. May be placed by patrons either in person, telephone, email, or through online catalog. Patrons will be notified by telephone or email when the materials are available for check-out.
7. Fines & Charges
 - a. There are no fines on overdue books. There are fines on overdue DVDs. A fee is assigned to each item. Patrons who have overdue fines shall be denied borrowing additional materials until fines are paid in full.

8. Damaged/Lost Materials
 - a. Patron must pay the cost if material is too damaged to return to the library's collection.
 - b. Patron must pay the replacement cost for lost material.

9. Use of Library Equipment
 - a. Various equipment is available for patron use. Some require a minimal fee and/or staff assistance.