

Circulation Policy

Library Cards

All residents, property owners, and business owners within the library district boundaries are eligible for a Paw Paw District Library card as well as non-residents who pay taxes on real or personal property within the district library boundaries. The library district is legally defined by the boundaries of the Paw Paw School District. When borrowing, a patron must present a valid Paw Paw District Library (PPDL) card or photo identification. Application for a library card must be made in person with proof of identity and residency shown at the time of application. Acceptable forms of proof include a driver's license, State issued ID, tax receipt, voter registration, current utility bill, property deed, tax bill, or lease agreement. A person under 16 years of age must have a parent or guardian sign the card application and show proof of residency. By applying for a youth's card, the adult assumes responsibility for the youth's choice of material and financial responsibility for materials checked out on the youth's library card. Residents, property owners, and business owners will be issued a District Card, which allows access to all library services and is valid for three years. Special cards for Non-Residents are available as follows:

Reciprocal Cards -- Patrons from libraries that share reciprocity with PPDL may apply for an Reciprocal Card. PPDL has reciprocity agreements with Kalamazoo Public Library, Lawton Public Library, Portage District Library, and Van Buren District Library. Reciprocal cards are valid for one year and allow access to all library services except digital services and interlibrary loan.

Fee Cards -- Persons who do live outside of the district and are not served by a library with which PPDL has reciprocity may apply for a fee card. A fee of \$50 must be paid at the time of application and annually at renewal. Fee cards allow access to all library services except interlibrary loan.

Educator Cards – Educators working in the Paw Paw School District may apply for a complimentary card. Educators must show proof of identity, residency, and employment at the time of application. Educator cards are valid for one year and allow access to all services except digital services and interlibrary loan.

A cardholder is responsible for all material checked out on their card, even if it is loaned to another person. A fee of \$2.00 will be charged to replace a lost card.

Loan Periods and Fees

To make material available to patrons on an equal basis, Paw Paw District Library sets limits on loan periods, on the number of renewals allowed and on the number of items that can be borrowed at one time.

ITEMS	LOAN PERIOD	LIMITS (25 total items per card)	RENEWALS	LOST FEE	DAMAGE
Books	2 weeks	25	3 renewals if no reserves	\$7 paperback or \$17 hardcover & comics + \$3 processing fee	Fee determined by level of damage
Magazines	2 weeks	6	3 renewals if no reserves	\$4 + \$3 processing fee	Fee determined by level of damage
Audio Books	2 weeks	6	3 renewals if no reserves	\$17 + \$3 processing fee	Fee determined by level of damage
Music CDs	2 weeks	6	3 renewals if no reserves	\$17 + \$3 processing fee	Fee determined by level of damage
Videos	1 week	3	3 renewals if no reserves	\$17 + \$3 processing fee	Fee determined by level of damage

Rules regarding downloadable material vary by vendor. Rules regarding Library of Things items vary by item type.

To promote free and equal access to the library for all, the Paw Paw District Library does not assess daily overdue fines. Patrons are still responsible for returning items on or before the due date. To assist in the timely return of its materials, the library will notify patrons of overdue material.

OVERDUE NOTICE SCHEDULE	
3 day before due date	Reminder -- email
1 to 14 days late	First notice – phone & daily email
15 to 29 days late	Second notice – mail & daily email & call
30 days late	Third notice – mail, notice includes item replacement cost

Materials kept out 30 days beyond the due date will be marked as lost, and the cost of the item and a \$3 reprocessing fee will be charged to the patron's account. A replacement copy may be accepted at the library's discretion. Once an item is paid for, no refund will be given. Items will be replaced at the library's discretion.

Reserves

Reserves may be placed on any circulating item owned by the library. A patron may reserve an item in person, by phone, or through their account online. The library will contact a patron when the item becomes available. If the reserve is not picked up in five days, it will be returned to circulation. To keep up with demand, the library may set shorter reserve times on Library of Things items.

Interlibrary Loan

District cardholders may request items unavailable at the library from the MELCAT interlibrary loan system. Requests may be placed in person, by phone, or online at www.mel.org. A patron will be notified when a requested item arrives at the library. The item due date will be affixed to the item. Items borrowed through interlibrary loan must be returned to PPD. The policies governing MELCAT use and participation can be found at www.mcls.org/mel/melcat.

Blocked or Suspended Accounts

Patrons who owe \$20.00 or more will lose access to all library services until their charges have been paid or reduced below \$20.00. A patron's account may also be blocked if they move without providing the library with proof of their new address.

Privacy

It is the policy of the Paw Paw District Library to preserve the confidentiality and privacy of the registration and circulation records of its patrons to the fullest extent permitted by law. Patron records will only be released or disclosed upon court order or with the written consent of the person liable for payment for or return of the material identified in the library record. Patron records are not subject to disclosure under the Freedom of Information Act.

A patron may request information about their library card record over the telephone if they provide their card number or identifying information. Access by other individuals is allowed only with the written permission of the cardholder. Materials cannot be checked out to a patron without that patron's permission; possession of another patron's library card or valid picture ID implies permission to use the card. Patrons may designate another person to pick up material on reserve provided the material is checked out to the requesting patron.

This policy supersedes all previous Paw Paw District Library circulation policies.

Adopted November 18, 2019, Effective December 1, 2019