

LOUTIT DISTRICT LIBRARY CIRCULATION POLICIES

As a member of the Lakeland Library Cooperative (Cooperative), Loutit District Library (Library) must comply with certain Cooperative policies. The Lakeland Library Cooperative Circulation Policies call for the adoption of local policies by each member library to further define and address circulation issues specific to the member library. A copy of the Lakeland Library Cooperative Circulation Policies is attached as part of this policy.

Registration of Juveniles

If the parent/legal guardian is a Lakeland Library Cooperative cardholder, all fines and fees owed and/or blocks on his/her card must be resolved before s/he may serve as a co-signer for a minor. The library reserves the right to suspend a parent/legal guardian's borrowing privileges if a library account for which s/he co-signed has unresolved charges and/or blocks. Likewise, a patron's borrowing privileges may be suspended if the co-signer for his/her card has unresolved charges and/or blocks on his/her account. A parent/legal guardian will not be permitted to co-sign for a minor if the parent's/legal guardian's borrowing privileges are suspended for any reason.

A Student Card may be issued to juveniles who are able to provide their full name, home address, telephone number, and date of birth but unable to provide a parent/legal guardian's signature and information. The card is issued for a period of 1 year or until s/he turns 18 years of age, whichever comes first. If there is a question as to whether the information the application is accurate, staff members may request identification. This card may be used to check out one physical library item and any digital material. When the item is returned and off the patron record s/he may check out another. The student card may be upgraded to a full juvenile card when the conditions for the registration of Juveniles have been met.

Temporary Patron Registration

Loutit District Library does not issue temporary library cards to patrons of other Lakeland member libraries or to visitors outside of the Cooperative. Patrons of other Lakeland member libraries are eligible for full borrowing privileges at Loutit District Library once registration is established at the patron's home library and a permanent card is issued by the home library. Visitors who reside outside the Lakeland service area may purchase a Non-Resident Card at Loutit District Library.

Property Tax Patrons

Patrons who own business or residential property within the Loutit District Library service area must provide staff with a property tax assessment or bill for the property to establish eligibility for a Loutit District Library card.

Refunds

Patrons who pay for a lost Loutit District Library item are not eligible for a refund if the item is found after it has been paid for. It is considered the property of the patron. Loutit District Library cannot issue refunds for materials owned by other libraries. Patrons must contact the owning library to inquire about a refund.

Underfunded Contract Service Area Patrons

Underfunded Contract Service Area Patron Cards are not honored at Loutit District Library. Underfunded Contract Service Area cardholders are eligible to purchase a Non-Resident Card at Loutit District Library.

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