

Oakland County Library Circulation Policy

I. Who Can Borrow from Circulating Collections?

A. People who live, work, attend school or own property in Oakland County

Proof of eligibility can be established by presenting any one of the following:

1. Valid Michigan driver's license
2. Valid Michigan identification card
3. Valid voter's registration card
4. Proof of ownership of taxed property such as a tax statement or receipt
5. Proof of employment such as a recent pay stub or a letter from the employer on company letterhead
6. Valid student identification card along with proof of a home address.

For minors, a parent or legal guardian's signature will be required.

B. Employees of Oakland County government

Proof of eligibility may be established by presenting a county employee identification card.

C. Visually and physically impaired individuals who reside in Oakland County

Borrowers must meet the eligibility requirements for the National Library Service for the Blind and Physically Handicapped Program administered by the Library of Congress and be residents of Oakland County.

II. What Collections Circulate?

A. Circulating Collections- Research Library:

1. Federal Government Documents
2. Michigan Government Documents
3. Periodical Collection
4. Oakland County Adoption Network (OCAN)
5. United Way Collection
6. SAMS Photofact Collection
7. General Library Collection

8. Vertical File Collection
9. Parent Teen Assistance Collection

B. Non-circulating Collections: Resources are available for use on site by all

1. Law Library Collection
2. General Reference Collection
3. Business Reference Collection
4. Genealogy Collection
5. Local History Collection
6. Government Newsletter Collection
7. Newspaper Collection
8. Oakland County Genealogy Society Collection

C. Collections with Restricted Circulation:

1. Oakland County Employee Collection-Circulates to Oakland County employees for county business
2. National Library Service Recorded Cassette Collection*
3. Large Print Book Collection*
4. National Library Service Cassette Machine Collection*
5. Braille Book Collection*
6. Non-Commercial Recorded Cassette Collection*
7. CCTV Unit Collection*
8. Recorded Periodical Collection*
9. Adaptive Technology Collection*

*Circulation is restricted to those patrons who meet the eligibility requirements for the National Library Service for the Blind and Physically Handicapped program.

III. How Long May Items be Checked Out?

A. Loan Periods

1. **Research Library-** All items from the circulating collections may be checked out for 21 days. A patron may check out up to 50 items at any one period of time.
2. **Library for the Visually and Physically Impaired-** All items may be checked out for 60 days.

B. Holds

1. **Research Library-** Patrons may request holds. This will reserve an item when it is checked out by another patron. When the requested item becomes available, it will be held at the reference desk for a period of up to 7 days for

pick-up by the patron. If the patron does not check out the item after 7 days, it will be returned to the shelf.

2. **Library for the Visually and Physically Impaired-** Patrons may request holds. Preference will be given to veterans per the requirements of 2 U.S.C. § 135b.

C. Renewals

1. Checked out items may be renewed if no holds have been placed on the item.
2. Items may be renewed three times.

D. Inter-Library Loans

1. If a patron is looking for an item that is not in any of the circulating collections, library staff will attempt to interloan the item from another library.
2. If a patron checks out an item that has been borrowed by another library, the loan period will be determined by that institution.
3. MiLE (Michigan Library Exchange)- The Oakland County Library participates in the Michigan Library Exchange program giving patrons access to the collections of over 150 libraries in southeast Michigan. Patrons can borrow materials from participating libraries. Interloan procedures and policies are determined and set by the MiLE Board of Directors.

IV. How are Overdue, Non-Returned, Lost and Damaged Materials Handled?

A. Overdue Materials- **Research Library**

1. Fines for overdue materials are assessed at a rate of ten cents per day per item.
2. Overdue notices are sent at the following intervals:
 - First Notice- 14 days after due date
 - Second Notice- 28 days after due date
 - Final Notice- 42 days after due date
 - Invoice- 60 days after due date

B. Overdue Materials- **Library for the Visually and Physically Impaired**

1. Fines for overdue materials are not assessed.
2. When materials are not returned by their requested due date, patrons will be contacted by telephone, then by letter, to request the return of the overdue materials.
3. A temporary hold may be placed on the patron's account until the requested materials are returned.

C. Non-Returned, Lost or Damaged Materials- Research Library

1. Patrons will be charged for materials that are lost or not returned. If the overdue materials are returned, charges can be waived.
2. An invoice for replacement costs will be issued to patrons who do not return library materials after their due date. Replacement costs will be based on the publishing industry resource average for such materials. All invoices will also include a \$10.00 service fee.

D. Suspension of Borrowing Privileges- Research Library

1. Borrowing privileges will be suspended if a patron is invoiced for lost or overdue materials. Upon return of the requested materials or payment of the assessed fines, this suspension will be lifted.