



Center Line Public Library Department Policy

Subject: MLibraryCard Lending Policy

Number: 730-2014-002

Effective Date: January 15, 2014

1.0 Purpose

The Center Line Public Library's participation in the MLibraryCard program entitles Center Line residents to borrow print materials from any other participating library in the State. The Center Line Library will allow patrons from other participating libraries to borrow print materials when visiting our library. Libraries participate at varying levels, so Center Line residents are encouraged to contact each library in question for details.

2.0 Scope

This policy applies to all library patrons using a MLibraryCard library card at our location. It does not apply to library patrons whose home library card is issued from a Suburban Library Cooperative (SLC) library, even if their library participates in the MLibraryCard program. Patrons who have a library card from a SLC library will have full access to library services as described in the SLC Circulation Manual.

3.0 Policy

3.1 MLibraryCard library cards will enable patrons to:

3.1.1 Borrow print materials limited to a maximum of ten (10) at one time. All regular overdue, lost, or damaged fees apply.

3.2 MLibraryCard library cards will NOT enable patrons to:

3.2.1 Access the Internet on the Library's public computers. Free Wi-Fi Internet access is available. A guest pass for the public computers may be available.

3.2.2 Borrow audio/visual materials such as DVD or CD book formats.

3.2.3 Borrow electronic resources such as ebooks.

4.0 Definitions

4.1 **Borrowing privileges:** The ability to check out materials or use the public computers.

4.2 **City:** City of Center Line, Michigan

- 4.3 **Good standing:** The library record is not in Blocked status due to unpaid overdue fines or fees; also that the card is not in Barred status (blocked for some reason other than unpaid fines or fees).
- 4.4 **Guest pass:** A pass to log in to the public computers. Only one per day is permitted. Valid ID such as a driver's license, State ID, passport, or Military ID will be accepted. A guest pass cannot be issued if fines are owed to another library within the Suburban Library Cooperative or other Michigan Library.
- 4.5 **Home library card:** The library that issued the library card to the patron. It should be the city in which they reside.
- 4.6 **Library:** Center Line Public Library.
- 4.7 **Audio/visual:** Audio books on CD, Playaways, DVDs, or other non-print materials.
- 4.8 **MILibraryCard:** State-wide program run by the Suburban Library Cooperative that allows Michigan residents access to library materials or services at participating libraries as determined by each participating library.
- 4.9 **Overdue fines:** Books are .25 per day when late.
- 4.10 **State:** The State of Michigan.
- 4.11 **Suburban Library Cooperative (SLC) library:** The library cooperative that the Library shares services with--participating libraries include every library in Macomb County except for Harrison Township, and also includes the Troy Public Library and the Harper Woods Public Library.

5.0 Responsibilities

- 5.1 Each member of the Library staff is responsible for ensuring compliance with this policy.

6.0 Procedures

- 6.1 Issuing a MILibraryCard library card for Center Line residents:
 - 6.1.01 Any Center Line library card holder in good standing may receive a MILibraryCard sticker. The sticker must be placed on the library card.
 - 6.1.02 The card holder must register at each library prior to borrowing materials or using additional available services.
- 6.2 MILibraryCard services at the Center Line Public Library.
 - 6.2.01 The Library does not charge a non-resident fee to MILibraryCard users.
 - 6.2.02 MILibraryCard applicants will fill out a library card application. The staff will write "MILibraryCard" on the form. Staff will enter the information into the computer as with any other application, but will use the patron's home library card number and will select "MICHICARD" for the Profile Name entry.
 - 6.2.03 Borrowing privileges will begin immediately.

7.0 Authority

7.1 This policy was approved by the City Manager on January 14, 2014.

-----**Employees are not responsible for information below this line**-----

8.0 References

8.1 The following references were utilized in preparation of this policy.

8.1.01 City of Center Line City Policy Number 101-2012-001

8.1.02 City of Center Line City Charter, Libraries, reading rooms; use, restriction,
Sec. 2-221, p. CD 2:17, Code 1962, § 2-323

8.1.03 City of Center Line City Charter, City Council Authority, Sec 2-222, p. CD
2:17, Code 1962, § 2-321

9.0 Revisions

9.1 This policy rescinds the Michicard Policy 730-2012-003.

9.2 This policy shall be reviewed as needed.