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## FPL POLICY 2.0

### BORROWING POLICY INTRODUCTION

ADOPTED 05.04.2023

The borrowing policy is intended to provide information about library lending, including who qualifies as a borrower, conditions of lending, fees, privacy of library patrons, and use of library services that require a library card.

For purposes of this policy, the terms “Youth” or “minor child” refer to individuals under the age of 18.

The Executive Director is authorized to issue Guidelines setting forth procedures for administering and interpreting this policy.

## FPL POLICY 2.1

### BORROWING PRIVILEGES

ADOPTED 05.04.2023

Individuals residing in the State of Michigan are eligible to register for Flint Public Library borrowing privileges. There is a long tradition of this Library’s serving as a regional resource. Library cards may also be issued to local institutions and temporary residents.

Library cards are non-transferable. All items borrowed are the responsibility of the individual to whom the card is issued. Parents are responsible for items borrowed on a Youth Card by their minor child.

Different types of library cards may carry different borrowing privileges and eligibility for use of library services. For example, certain types of library materials and equipment may only be checked out on an Adult Card.

Borrowing privileges may be suspended if the borrower has fees outstanding or items overdue and not returned. Library cards will have an expiration date so that the Library can update account information on a regular basis.

Administrative Guidelines interpreting this policy will be issued to provide borrowers with detailed information about borrowing privileges.

## FPL POLICY 2.1.1

### INDIVIDUAL LIBRARY CARDS

ADOPTED 05.04.2023

#### **ADULT CARD**

A library card will be issued to individuals age 18 and older with proof of identity and proof of residence in Michigan.

#### **YOUTH CARD**

Minor children (under age 18) may obtain a youth card. If a parent or other relative living at the same address as the child is present, the Youth Card may be issued immediately. If a parent is not present, the child may apply for a card and the Library will mail the card to the child's home to (1) verify the address and (2) inform the child's parents that a card has been issued.

Administrative guidelines will be issued to establish application procedures, methods for verifying identity and residency, and expiration terms of cards.

## FPL POLICY 2.1.2

### E-CARDS

ADOPTED 05.04.2023

Adults who cannot provide proof of identity or proof of residency, or youth visiting the Library without a parent, may apply for an E-Card. An E-card provides access to computer use and electronic resources but checking out physical items is limited. Once a person is able to prove identity and residency (adults) or bring a card that has been mailed home back to the Library (youth), the e-card can be converted to a regular library card.

## FPL POLICY 2.1.3

### INSTITUTIONAL LIBRARY CARDS

ADOPTED 05.04.2023

This policy section is reserved for future use.

## **FPL POLICY 2.1.4**

### **CARDS FOR TEMPORARY RESIDENTS**

ADOPTED 05.04.2023

Individuals temporarily living in Flint or Genesee County can apply for an E-Card. If an individual wants to check out books or other physical items, he or she can provide proof of identity and proof of temporary mailing address to receive a library card with a 6-month expiration date. The card can be renewed every six months with proof of identity and mailing address.

## **FPL POLICY 2.1.5**

### **OTHER BORROWING ARRANGEMENTS**

ADOPTED 05.04.2023

The Executive Director may negotiate other borrowing arrangements that further the Library's mission, such as making arrangements with organizations like schools, day-cares and other partners who collaborate with the Library on programs and services.

## **FPL POLICY 2.2**

### **PRIVACY OF USER RECORDS**

ADOPTED 05.04.2023

Flint Public Library is bound by and complies with the Michigan Library Privacy Act (PA 455 of 1982 as amended) in which a "library record" is defined as a document, record, or other method of storing information retained by the library that personally identifies a library patron including the patron's name, address, email address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library.

Flint Public Library will not release nor disclose a "library record" except as permitted by the Library Privacy Act or as otherwise required by state or federal law. The Library, however, may use the "library record" for the purpose of retrieving overdue materials, collecting fines, and other library business permitted by law.

## **FPL POLICY 2.2.1**

### **CONSENT TO DISCLOSE OR ASSUME LIABILITY**

ADOPTED 05.04.2023

In order for Flint Public Library to remain in compliance with the Michigan Library Privacy Act, patrons who wish to allow another person (for example, a spouse) access to their library card and library record must give the Library written authorization on a form provided for this purpose. The patron remains liable for all materials borrowed on their library card.

The Michigan Library Privacy Act applies to library patrons of all ages. Parents who wish to use and access their child's library card and library account must assume liability for all materials borrowed and charges on the child's account in writing on a form FPL provides for that purpose.

## **FPL POLICY 2.3**

### **LOST OR STOLEN LIBRARY CARDS**

ADOPTED 05.04.2023

It is the patron's responsibility to notify the Library promptly of a lost or stolen library card. The patron is responsible for all materials charged to the library card before the date they reported the card lost or stolen.

## **FPL POLICY 2.4**

### **LOST AND/OR DAMAGED MATERIALS**

ADOPTED 05.04.2023

Flint Public Library is not required to send notices for lost or damaged materials and failure to receive a notice does not relieve the borrower of responsibility to return materials when due. Though the Library does not charge overdue fines, materials long overdue are considered lost and will be billed to the patron and may be forwarded to a collection agency.

## FPL POLICY 2.5

### USE OF LIBRARY MATERIALS OR EQUIPMENT

ADOPTED 05.04.2023

Flint Public Library assumes no responsibility for damage to patrons' electronic equipment used to play library audio-visual materials nor patrons' equipment used in connection with their use of library computers, library equipment or library rooms.

## FPL POLICY 2.6

### USE OF THE LIBRARY AND ITS SERVICES

ADOPTED 05.04.2023

Everyone who enters the library building is welcome to use the public spaces in the facility and use books and other materials within the building. Staff will assist all users whether they are registered borrowers or not. Everyone may attend library programs that do not require registration or have limited spaces available.

## FPL POLICY 2.6.1

### SERVICES REQUIRING A LIBRARY CARD

ADOPTED 05.04.2023

A library card barcode number and PIN are required for some library services, including but not limited to:

- Using library computers  
(Guest passes may be issued for short-term use by non-cardholders)
- Laptop (in-library use) lending
- Access to online books, music, movies and other subscription resources
- Using rooms in the library building
- Using the "Book an Expert" service
- Registering for library programs that have limited space

Printing, scanning and faxing do not require a library card but may carry fees.

## FPL POLICY 2.6.2

### BORROWING LAPTOPS FOR IN-LIBRARY USE

ADOPTED 05.04.2023

Only holders of an Adult Library Card are permitted to borrow from the laptop vending machine. If laptops are lost, stolen or damaged, the borrower will be held responsible by FPL for all applicable replacement costs.

## FPL POLICY 2.6.3

### FEES FOR SERVICES

ADOPTED 05.04.2023

Flint Public Library may charge a fee for specific library services. These may include, but are not limited to, the following:

- Faxing
- Copying
- Printing
- Staff research services
- Room use and related fees
- Vending

The Library does not charge fees for overdue materials but will invoice patrons for materials long overdue, as they are considered Lost. See the Policy 2.4 on Lost and/or Damaged Materials.