

Circulation Policy No. 19

Subject: INSTITUTION LOAN POLICY

Adopted by the Board August 11, 1993

Revised February 8, 1995

Revised September 13, 1995

Revised June 11, 1997

Revised June 9, 1999

Revised November 13, 2002

Revised June 8, 2005

Revised June 11, 2008

Revised March 23, 2016

ELIGIBILITY

Any authorized licensed preschool, nursery school, or day care (commercial or residential) facility located in the legal service area of West Bloomfield Township Public Library (or within very close proximity to the border of the legal service area with a high percentage of West Bloomfield residents enrolled) is eligible for an institution library card. While this card is issued in the name of the institution, the Director's name must be given as the contact person. The card is renewable on an annual basis in September by the contact person.

RESPONSIBILITIES

The use of the card must support the operation of the institution and not personal use by any individual within the institution.

The established fines and fees schedule and library loan rules must be followed, however, there is one (1) renewal limit on items eligible for renewal.

Accrued fines and fees are the responsibility of the institution. Overdue notices are sent to the attention of the contact person at the institution. All outstanding fines and fees must be paid each year before the card may be renewed.

In accordance with the Library Privacy Act, the Library will only release information on the card to the institution's contact person.

CARD PARAMETERS

All circulating youth materials are available for institutional loan, with the exception of youth book group kits, discovery tablets and youth video games. Teachers may call in advance to have items selected by a librarian.

There is a maximum limit of 75 items checked out on the card at any given time.

The card does not offer the ability to place holds and interlibrary loans. Due to licensing agreements with vendors, this card does not provide remote access to the Library's

databases.