



**Petoskey**  
DISTRICT LIBRARY

## **General Use Policy**

**Approved: October 24, 2019**

**Library Usage:** It is the policy of the Petoskey District Library (PDL) Board of Trustees to have the library open to all for general use and for participating in programs, events, or classes, in accordance with the following guidelines:

**Circulation of materials** is limited to library card holders, including PDL resident and non-resident cards. PDL participates in the PAC2 Consortium and accepts all PAC2 library cards, including: Boyne, Boyne Falls, Walloon Village, Charlevoix, Cheboygan, Presque Isle County, Alcona County, Montmorency County, and Mackinaw, Bliss Twp., Pellston, and Tahquamenon Area Public Library.

PDL also has reciprocal borrowing agreements and accepts library cards from any of the following libraries: Beaver Island District Library, Elk Rapids District Library, Indian River Area Library, Interlochen Public Library, Kalkaska County Library, Oscoda County Library, Otsego County Libraries, Suttons Bay District Library, Traverse Area District Library, and Wolverine Community Library. Cardholders from these libraries must present proof of address and their library card at the circulation desk in order to register.

### **Resident Cards:**

- The Petoskey District Library offers resident borrowing privileges to all residents and property owners within the City of Petoskey, and the townships of Bear Creek, Little Traverse, Resort, and Springvale, known as the library's "district".
- For patrons 13 years and older, the patron must provide identification to show proof of residency within the district.
- For patrons twelve years of age and under, a parent or legal guardian must show proof of residency within the district and sign the minor's library card application. If the parent or legal guardian has their own Petoskey District Library card, said card must be in good standing (not barred or blocked) in order to sign for a minor's card.
- Library district resident cards expire after two years from the issue date. At that time, contact information will be confirmed and the card renewed for another two year period.

### **Non-resident Cards:**

- **EDU Card:** Students who attend school within the City of Petoskey or the township of Bear Creek, Little Traverse, Resort, or Springvale will be offered a one year, non-resident card at no charge.
  - Students 13 and older must visit the library and show proof of address and proof of matriculation.
  - Students twelve and under must visit the library with a parent or guardian who must show proof of address and proof of matriculation.
  - EDU Cards are active for one year.



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- To renew an EDU card, the student should bring in current proof of matriculation to update the card for another school year.
- EMPL Card: People employed within the City of Petoskey or the township of Bear Creek, Little Traverse, Resort, or Springvale, will be offered a one year, non-resident card at no charge.
  - The patron must visit the library and show proof of address and proof of employment with a current (within the past month) pay-check stub.
  - EMPL Cards expire one year from issue date.
  - To renew and EMPL Card, the patron must visit the library and bring proof of continued employment in the district with a current (within the past month) pay-check stub.
- NonRes Card: If a patron would like borrowing privileges but does not meet the criteria above, a non-resident card may be purchased.
  - A yearly card is available for \$ 95.00; a six month card is available for \$50; and a 3-month card is available for \$25.00.
  - NonRes cards will expire either one year, six months, or three months from issue date.
  - To renew a NonRes Card, the patron must update contact information and pay an additional fee either in person or over the phone.

### **Loan Policies:**

- Books, Audio Books, and CDs – three weeks
- New fiction books – two weeks
- Lucky Day Books – one week, no renewals, no holds
- DVDs – one week
- Magazines (except current issue which does not circulate) – three weeks
- Kindle e-Readers – three weeks
- Wi-Fi Hotspots (PDL cardholders only) – one week
- Book Club Kits – six weeks
- Ukuleles – 1 week

### **Renewals:**

Most items may be renewed unless there is a waiting list for the item. Renewals may be done at the circulation desk, by phone, or online through our electronic catalog. Items may be renewed up to two times. Lucky Day books may not be renewed.

### **Reserves/Holds:**

Reserves/holds can be placed on any circulating item in the catalog, except for Lucky Day Books. Reserves may be placed at an information desk, by phone, or online through our catalog. When the item becomes available, the customer will be notified via email, text, or phone.



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### **Overdues:**

An overdue notice will be sent or called after two weeks; a second notice or call will be sent after four weeks; at eight weeks overdue, the customer will be charged replacement cost for the book. After ten weeks, if items have not been returned, the patron information may be sent to Unique Management Systems (UMS)\_for collections.

### **Fees:**

- Damaged or lost items: Replacement Cost, plus a \$5.00 processing fee. Replacement cost will be refunded with return of un-damaged item, up to three months after payment
- Photocopies and computer printing: B & W – 15¢/page; Color – 50¢/page
- 3D Prints: \$1.00 per print, plus 5 cents/gram over 10 grams of weight
- Lamination: 50 cents / per sheet
- Photo prints in the Makerspace: 50 cents / print
- Buttons from the Makerspace: the first ten buttons are free, and then each button over that is 10¢ per button.
- Fax service: outgoing, no charge; incoming – 15 cents per page.
- Notary Service: no charge
- Book sale: Prices posted
- Non-resident Library Card: \$95.00/year, \$50.00/six months, or \$25.00/quarter.
- Meeting Room fee for use by for-profit groups: \$50.00/use
- Labyrinth fee for use by for-profit groups: \$25.00/use
- Overdue fines will only be assessed on library equipment and items in the Library of Things collection. Equipment and Library of Things items will be assessed overdue fines in the amount of \$5.00 per day late fee after their stated grace period.