

Hastings Public Library

Circulation Policies

The circulation policies of the Hastings Public Library (“HPL”) facilitate community access to the materials and information in the library’s collections, while protecting these same collections. The Hastings Public Library is a member of the Lakeland Library Cooperative and as a member of this cooperative abides by the Circulation Policies that were adopted by the Cooperative Board July 10, 2010, including all subsequent amendments.

Library Cards

Standard full access library cards will be issued to patrons living within HPL’s service area defined by those cities or townships supporting the Library through millages and/or property taxes.

Full access library cards will be issued immediately to anyone 18 years or older who can produce, at the time of registration for a library card, a current state or federal identification document with current address or other acceptable documentation as outlined by the Lakeland Library Cooperative’s Circulation Policy. Patrons may also apply for library cards through the Library’s mobile app or the Cooperative’s website.

Note: homebound patrons may apply for a card under the terms of the Homebound Delivery Policy.

For users under age 18, a parent or legal guardian must be present with the necessary identification. See Restricted Student Cards below for the only exception.

All patrons 18 years of age and older are required to provide an electronic signature agreeing to the terms of use for having a library card as documented in the Digital Signature Agreement.

Standard full access cards are good for two (2) years before needing to be renewed.

In addition to the Cooperative’s minimum requirements for obtaining a library card, these requirements will apply to Hastings Public Library patron registrations:

- Library cards will not be issued to minors whose parent/guardian(s) library account is in collections.
- Library cards will be issued to minors who are at least five years old or attending kindergarten.

Non-resident Library Cards

HPL will follow the guidelines in the Cooperative’s non-resident policy and only issue this card to patrons living outside of HPL’s service area and who are not covered by another Lakeland Library Cooperative location.

Non-resident cards do not have access to interlibrary loan or MeL but do have full access to HPL’s physical and digital collection.

Hastings Public Library

Circulation Policies

Non-resident cards can be activated for a single quarter or three (3) months, or any longer timeframe desired in full quarter increments. See the Fee Schedule for current non-resident fees.

Non-resident cards are active for the length of service paid for by the patron and can be renewed by paying for an additional length of time.

Restricted Student Library Cards

HPL will issue restricted cards to students in grades 6-12 residing within its service area who are unable to obtain a parent or legal guardian's signature on a full access library card account. These cards provide access to materials owned by HPL as well as its digital collection. Checkouts are limited to two items at any one time. No interlibrary loan within the cooperative or from MeL is possible. Restricted cards can be upgraded to full access cards with a signature and appropriate ID from a parent or legal guardian.

Restricted cards are good for one (1) year before needing renewal.

Institutional Library Cards

Local institutions located within HPL's service area may request a library card for use by the institution, its staff, and its membership. The Director of the institution may request the card by completing an application form. The Director must specify which staff members of the institution are granted access to check out materials. Materials checked out on institutional cards must remain on the institution's premises.

Institutional cards are good for one (1) year before needing renewal.

Lost Library Cards

Until the library is notified of a lost or stolen card, a library card is valid and its owner is responsible for all use of the card and for any lost or overdue materials and fees incurred. In case of children under age 18 who have a full access library card, the parent or legal guardian is the responsible party. HPL assumes responsibility for lost materials checked out on a restricted student card.

For a fee, HPL will replace a patron's physical library card with a new one if lost. See the Fee Schedule for current rates.

Library Card Renewals

Patrons can renew cards in person at HPL or via HPL's mobile app. Some patrons may also see renewals happen automatically via an email notification from Lakeland Library Cooperative if their address was able to be verified through a third-party service engaged by LLC.

Material Circulation and Renewals

Hastings Public Library

Circulation Policies

Most Items owned by HPL can be borrowed for three (3) weeks, including most books, audiobooks, and many Library of Things (LoT) items. Videos, magazines, some LoT items, WiFi hotspots and children's holiday books can be checked out for one (1) week.

Most items will renew automatically if no other patron has placed a hold request on that item. Items can auto-renew twice beyond the initial checkout. LoT items, WiFi hotspots and some holiday items are non-renewable and must be returned by their initial due date.

Digital materials may check out for different loan periods based on the service utilized.

Some materials are designated reference and cannot be taken from the Library.

Patrons are limited to checking out up to fifteen (15) videos and ninety-nine (99) other items at any one time.

Hastings Public Library is not responsible for any injury, loss, or damage that may occur from the use of checked out items.

Interlibrary Loans

Patrons may request materials to be held from HPL's collection, from other Cooperative libraries, and from the statewide MeLCat system. HPL staff will assist with hold requests as needed.

Once a held item is available for pickup at HPL, the patron will be notified via email, phone or SMS text depending on their preferred communication method. HPL does not call patrons when held items are ready. Holds will remain at HPL for a minimum of 10 days for pickup. If not checked out by the patron by that time, the item(s) will be returned to their home library.

Overdue Materials

HPL does not charge overdue fines for HPL owned materials returned after their due date. If an item is not returned at all or is returned damaged, charges will be assessed. See Lost and Damaged Materials below.

Materials obtained from other libraries within the Lakeland Library Cooperative or through the MeLCat statewide service may be subject to overdue fines at the discretion of the owning library. Any fines assessed can be paid at the Hastings Public Library.

Patrons will be blocked from checking out physical and digital materials if fines on their account total \$10.00 or more. Fines can be paid in the patron's online account at <https://hastings.bibliocommons.com/>, by mailing a check to HPL, or in person at any Lakeland Library Cooperative location.

Lost and Damaged Materials

Hastings Public Library

Circulation Policies

Once items are overdue long enough, they are considered lost and replacement charges will be systematically assessed on the patron's record. Timeframes can vary from five (5) days for WiFi hotspots to thirty-five (35) days for most other library materials. Patrons will receive billing notices via email or standard USPS mail. If replacement fines are not paid for timely, depending on the total amount owed, the patron's account information may be provided to a collection agency for recovery. Once this happens, an additional collection charge is assessed on their account. Return of missing materials in good condition will eliminate replacement charges, but collection charges must still be paid.

Damaged materials will be evaluated by Library staff for condition and whether the item can still be circulated to other patrons. Patrons will be contacted once damages are assessed and informed as to pertinent charges which can include full replacement costs. If patrons are charged for replacement, they may have the damaged item once the fine is paid.

If patrons know that an item is lost or damaged, they can inform Library staff and request to pay for the item without waiting for systematic billing or further evaluation.

If patrons find a lost item within six (6) months of paying the replacement fine, they can return the item to HPL and if it is in good condition, request a refund.

In addition to the Cooperative's statements on lost materials the following timeframes will apply to Hastings Public Library circulation transactions:

- Six (6) months or more after the item is lost and paid it will become status withdrawn, and HPL may offer a refund at its discretion if the patron finds the item..
- After an item has been missing for twelve (12) months, it will become status withdrawn.
- Twelve (12) months after items have been billed they will be withdrawn. The billing charge and information remains on the patron's record.