

Circulation Policy

i. Services

- Hopkins District Library employees assist patrons in getting a library card, renewing and updating their library card, or understanding fines/fee/or other notations on their cards. Patrons are allowed one replacement card for free each year. Additional replacement cards will be \$1.00 each. Lost or stolen cards must be reported as soon as the loss is noticed. Any fines incurred on that card prior to the report will be the responsibility of the patron to whom the card belongs.
- Juvenile (under age 18) registrations must be signed by a parent or guardian. Signatures indicate an acceptance of responsibility for:
 - o supervision of the child/ward's choice of material,
 - o use of all library resources including access to the Internet,
 - o return of all materials when due, and
 - o all losses and damages to materials and equipment borrowed.
- Hopkins District Library participates in the Michicard statewide library card program for the circulation of print materials and recorded books to Michicard holders.
- Seasonal or long-term vacation residents (staying for at least one month) within Hopkins District Library's service boundaries are eligible for Hopkins District Library cards while they reside in the area.
- Non-resident card policy - Residents within the Lakeland Library Cooperative geographical boundary who do not qualify for a library card at any Lakeland Library Cooperative member library may purchase a Hopkins Library non-resident card for a fee of \$36 (prorated on a monthly basis on the first day of every month). Non-resident cards are valid for a period of one (1) year and will only be honored at the Hopkins District Library. Non-resident cardholders may place holds on Hopkins Library items only. These cards do not allow access to the Hopkins Library digital content.
- The Hopkins District Library will assist patrons in finding materials that are available for loan when those materials are not available in the building. As a member of the Lakeland Library Cooperative, Hopkins District Library patrons have borrowing privileges at any other member library. However, materials borrowed and not inter-library loaned must be returned to the library they were borrowed from.