



Cardholder Agreement and Circulation Policy

What is the Purpose of a Library Card?

Library cards are issued in order to provide free access to information! Issuing cards allows libraries to identify eligible library users, to determine the level of access to services and resources available, and to affirm the rights and responsibilities of cardholders. Your Ecorse Public Library card enables you to borrow items, access electronic materials via applications such as Libby, use on-site technology such as computers, printers, copiers, access the WiFi, and more.

Who Can Get a Library Card?

Library cards will be issued to the following: **residents of Ecorse, current EPL staff members, EPL Board trustees (current and former), students enrolled in any Ecorse Public School (as well as their household members), teachers and staff members at any Ecorse Public School, Ecorse business and land owners, and employees of the City of Ecorse.** If you think you may be eligible for a card but do not fall into one of the listed categories, please ask library staff about your individual situation.

How Much Does a Library Card Cost?

There is no cost for a library card. Replacement cards will also be issued at no cost, within reason.

How Long is a Library Card Valid?

Library cards are valid for three years from the date they are issued. Library cards need to be renewed in-person once every three years.

How Do I Register for a Card?

Adults aged 18 and older can register in person at the Ecorse Public Library, providing proof of identity and residency at the time of registration. If a patron does not have proof of Ecorse residency available at the time of registration, a temporary 30-day library card may be issued with a valid Michigan driver's license or State ID with a current address, if the individual's home library is a member of The Library Network library (TLN). There are over 60 local cities (excluding Detroit) that belong to TLN.

Teachers or staff of Ecorse Public Schools and City of Ecorse employees must provide proof of employment in addition to identification. Ecorse business and land owners must provide proof of ownership of an Ecorse property in addition to identification. Please note that these individuals do not need to live in Ecorse to qualify for a card.

Some proofs of identity or residency may include:

- Driver's License or State ID (this can serve as both identification and residency verification if showing an Ecorse address)
- Passport
- Lease or Rental Agreement in patron's name with an Ecorse address
- An Ecorse property tax bill
- Voter's registration
- Official mail sent to an Ecorse address in the patron's name (electric bills, water bills, etc.)

This is not an exhaustive list of acceptable identification and residency proofs; other proofs may be acceptable based on the discretion of the library staff.

Please note: if a patron already has a library card in the shared system from another TLN library, both cards cannot remain active at once. The patron's "home library" will be determined by which city they currently reside in. Patrons can still check out materials and pick up holds at Ecorse Public Library with any TLN card.

Can Minors Get a Library Card?

Absolutely! Patrons under 18 must have a parent or legal guardian present, with appropriate identification, to sign the library card application and take financial responsibility for the minor's library materials. We ask that minors are old enough to sign their own name to a library card and understand caring for library materials before they are issued their own card; this would usually be around 4 or 5 years of age at the earliest.

Students at Ecorse Public Schools must provide proof of enrollment, and members of their household must provide proof of a shared address in addition to identification.

Please note that cards issued to minors are still subject to all fines and fees applicable.

Can I Register for a Library Card Online?

Virtual cards can be issued to patrons 12 years of age and older by using the Ecorse Public Library website at <https://ecorse.lib.mi.us>. All requirements of residency and legal guardian approval still apply to virtual cards.

What Can I Borrow? How Many Items Can I Borrow?

Cardholders have access to books, audiobooks, DVDs, periodicals, special collections, electronic resources, and more! Patrons can check out a limit of 99 total items on their card, though electronic materials, media, new books, and other items may have their own limits. Please check the circulation chart for more information about item limits at Ecorse Public Library, and be aware that items borrowed from other libraries in the shared system may have their own rules.

Can Materials Be Renewed?

The usual borrowing period is 21 days for most items, and they can be renewed if nobody else is waiting for them. Items with holds cannot be renewed. Some materials may have shorter borrowing periods. Popular or new materials may have limits on renewals, at the discretion of EPL staff. You can use your online account to renew eligible items, or call the library staff and ask for renewals.

What Happens If My Materials Are Overdue?

EPL does not charge overdue fines. However, you may be prohibited from borrowing or renewing items if you have too many overdue items on your account. Items overdue for more than 21 days (3 weeks) will be marked as lost and you will be charged for the cost of lost items. If the lost item is returned, you will no longer be charged for the cost of the item, and no overdue fines will be applied. A patron's library card will be automatically blocked if there are lost items on the account.

Where Can Items Be Returned?

All library materials can be returned inside the Ecorse Public Library at the circulation desk during open hours, or in the return drop box in the library parking lot located between Outer Drive and W. Westfield at any point. The drop box is open and accessible twenty-four hours a day. EPL also accepts returns from most other TLN libraries, including neighboring River Rouge, Lincoln Park, Wyandotte, Melvindale, and Allen Park libraries. You can return Ecorse Public Library materials at those libraries as well! **Please note that we cannot accept Detroit Public Library materials.**

What are My Responsibilities as a Cardholder?

Ecorse Public Library Cardholders:

- Must agree to abide by the policies of the Ecorse Public Library and accept full responsibility for all materials checked out on the card, including lost and damaged items. Cards issued to minors are the responsibility of the adult associated with the account.
- Must present their library card or other identification to Library staff at time of item checkout. If a cardholder is using a virtual card, presentation of the information on a mobile device is also acceptable.
- Should report changes in name, street address, phone number, or email address as soon as possible.
- Should report lost or stolen library cards immediately. Until you do so, you are responsible for all materials borrowed with your card and any resulting charges.
- Must understand that library staff do not act in the place of parents/guardians regarding the selection of materials and adherence to Library rules in the case of minor use.

What Should I Do If I Have Questions?

For questions, you can contact the library staff at 313-389-2030 during open hours, or send an email to ecorselibrary@gmail.com.

Other Information

Fines and Lost Items Overview

The Ecorse Public Library offers fine amnesty for late materials. **However, please note that items a patron has received from other libraries may still be subject to fines. Ecorse Public Library staff is not at liberty to adjust fines or fees from other libraries.** The best way to avoid fines is to return your library materials on time; due date notice reminders can be sent to you by email or text.

Items overdue for more than 21 days (3 weeks) will be marked as lost and you will be charged for the cost of lost items. If the lost item is returned, you will no longer be charged for the cost of the item, and no overdue fines will be applied.

A patron's library card will be automatically blocked if there are lost items on the account.

Please remember that if materials are damaged while in your care, you will still be charged the cost of the item. Replacement items in good condition purchased by the patron may be considered with **prior authorization** from the Library Director or Assistant Director.

Patrons have the option to pay off lost book costs using a credit card or debit card online. **Credit and debit cards cannot be accepted in person at the library.**

For online payments, go to the library's catalog and select the "My Account" tab. Once you log on using your library card number and pin, you can view your outstanding bill and pay it online. If you need assistance feel free to contact the library at 313-389-2030.

Circulation Periods and Limits

Item Type	Checkout Period	*Renewals	Limit
New Items	3 weeks	2	
Books	3 weeks	2	
Audiobooks	3 weeks	2	
DVDS	1 week	2	5
Magazines	1 week	2	
Kits	3 weeks	2	2

*Please note that items can only be renewed if they are not on hold for another patron.

Library Information and Hours

Ecorse Public Library
4184 W Jefferson
Ecorse, MI 48229
313-389-2030
ecorselibrary@gmail.com

Library Hours, September-May

Tues: 10am to 6pm

Weds: 12pm to 7pm

Thurs: 10am to 6pm

Sat: 12pm to 5pm

The Ecorse Public Library is CLOSED Mondays, Fridays, and Sundays.

Library Hours, Memorial Day to Labor Day

Tues: 10am to 6pm

Weds: 12pm to 7pm

Thurs: 10am to 6pm

Fri: 12pm to 5pm

The Ecorse Public Library is CLOSED Mondays, Saturdays, and Sundays.