

## Library Card Policy

### Policy Statement

Library cards are issued in order to identify eligible users and to determine the level of access to services and resources.

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### Regulations

1. The library offers and accepts a variety of cards based on the library's legal service area (Clinton Township except the portion in the Mount Clemens School District and Macomb Township) and reciprocity agreements.
  - A. Resident/property owner card
    - i. Available to any individual who lives in the library's legal service area.
    - ii. Available to any individual or family member living with an individual who owns property in the library's legal service area.
  - B. Teacher card
    - i. Available to any individual who teaches in a K-12 public or private school or Macomb Intermediate School District (MISD) special school located in the library's legal service area.
  - C. Student card
    - i. Available to any individual who attends a K-12 public or private school or MISD special school in the library's legal service area.
    - ii. Privileges are limited to remote access to databases, downloadable media purchased by CMPL, and use of the library's public computers.
  - D. Nonresident student card
    - i. Available to any individual who attends a K-12 public or private school or MISD special school in the library's legal service area but is not eligible for a resident/property owner card.
    - ii. Privileges include those available to a Suburban Library Cooperative (SLC) home library card as well as remote access to databases and downloadable media purchased by CMPL.
  - E. Courtesy card
    - i. Available to any individual who works in the library's legal service area and is not eligible for a SLC home library card.
    - ii. Available to any active duty member of the United States military or family member living at the same address not eligible for a SLC home library card.

## Library Card Policy

- iii. This card does not allow access to interlibrary loan or downloadable media purchased by CMPL.

## F. SLC home library card

- i. Accepted from any individual who lives in the SLC service area.
- ii. This card does not allow access to interlibrary loan, remote access to databases, or downloadable media purchased by CMPL.

## G. MILibraryCard home library card

- i. Accepted from any individual whose home library participates in the MILibraryCard program.
- ii. Privileges are limited to print items and Internet access only.
- iii. This card does not allow hold privileges.

## H. SLC purchased library card

- i. Available to any individual not eligible for a resident or SLC home library card.
- ii. May be used by any member of a family. The family members, regardless of how many there are, living at the same address as the person who originally applied for the SLC purchased card, can each apply for their own card.
- iii. Allows full checkout privileges at any SLC-member library.
- iv. Requires payment of an annual \$200 fee. The expiration date will be set to that of the original card.
- v. Does not allow access to interlibrary loan, remote access to databases, or downloadable media purchased by CMPL unless the card is purchased at CMPL.

## I. Purchased visitor card

- i. Privileges are limited to Internet access only at CMPL's three locations.
- ii. Requires a fee of \$1.95 per day or \$50 per year.

## J. Staff card

- i. Available to current and past members of the CMPL Board of Trustees
- ii. Available to current CMPL employees and former CMPL employees with 5 or more years of service.
- iii. Available to current employees of other SLC member libraries.
- iv. Privileges are the same as a resident/property owner card.
- v. Is exempt from overdue fines.

## Library Card Policy

- vi. Privileges may be revoked at the discretion of the library director due to misuse.
  2. An individual may only have one card of any type.
  3. An application process must be completed for each card.
    - A. Applicants must present valid identification to demonstrate eligibility.
      - i. Current photo ID and proof of street address is required, such as a passport, Michigan driver's license, state ID card, current lease, tax bill, tax receipt, utility bill, green card, visa, foreign exchange student documentation or parole papers. Post office box addresses will not be accepted.
      - ii. Applicants who own property but who do not live in the library's service area must present a recent tax bill or receipt.
      - iii. Teacher card applicants must present a current photo ID and proof of employment as a teacher at a public or private K-12 school in the library's legal service area.
      - iv. Student cards will be issued automatically based on current school records unless a parent or legal guardian has chosen to opt out.
      - v. Courtesy card applicants must present a current photo ID and proof of local employment, such as a current pay stub showing the company address.
      - vi. SLC home library cardholders must present a current photo ID and valid card from an SLC member library.
      - vii. MLibraryCard library cardholders must present a photo ID and their home library card.
      - viii. Members of the United States military must show a photo ID and proof of active duty. Family members living at the same address applying for a card under this section must show a copy of the proof of active duty.
    - B. Minors, foster home and group home resident applicants need a parent or guardian's co-signature. Co-signers must present proper ID. A minor's birth certificate may be requested to confirm the relationship to the parent or if the minor is not present or lives at a different address to receive the card. Guardians must present current guardianship or foster care custody paperwork listing the applicant's name along with appropriate ID. Emancipated minor applicants do not need a parent or guardian's co-signature but must present legal proof of emancipation listing the applicant's name.
  4. Library cards must be renewed every three years. Purchased cards must be renewed annually. Cardholders must provide the same type of documentation used to apply for a new card. Minors must renew their cards

upon turning 18 years of age to assume legal responsibility for items checked out.

5. The cardholder is responsible for all materials borrowed on the card and agrees to abide by all library policies and regulations.
  - A. Lost or stolen cards should be reported immediately.
  - B. The cardholder may add other authorized users on an account to allow others to pick up holds, pay fines and view items checked out on the account.
  - C. A minor's parent or legal guardian is responsible for regulating all access to and use of library materials including the Internet.
6. Customers should have their library card barcode available in order to use the library's services.

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Approved: March 15, 2017  
Clinton-Macomb Public Library Board of Trustees