

LIBRARY CARD POLICY

If a patron has a card from another library within The Library Network (TLN), we will accept that card. It is not necessary to apply for another card.

ACQUIRING A LIBRARY CARD

ALL INFORMATION COMPILED ABOUT THE CARDHOLDER IS CONFIDENTIAL

Anyone who lives, works, owns property, is currently enrolled in a public or private school, or is currently enrolled in a college or university in Auburn Hills is eligible to apply for a library card.

All applicants must be able to verify their eligibility with a photo ID and appropriate documentation as follows:

1. **RESIDENT CARD:** Applicant must be present. Driver's License or current state ID with current address, or Photo ID and verifiable documentation of an official nature with applicant's name and current address, such as a utility bill, property tax statement, bank statement, rental or purchase agreement. Applicants under 18 must be accompanied by the parent or legal guardian who will become the responsible party, and give permission for the child's library card.

1. a. Resident library cards must be renewed every 3 years. Proof of current residence in Auburn Hills must be provided by the cardholder at the time of renewal. In order to renew a library card, all fines and fees accrued on the card must be paid. If a library card is not renewed, it cannot be used to check out Library materials.

1. b. The first resident library card is free. Replacement cost for lost or stolen cards is \$2.00. Lost or stolen cards should be reported immediately. The borrower is responsible for all materials checked out on the library card.

2. **BUSINESS CARD:** Applicant must be present. Driver's License or current state ID with current address and verification of employment with Auburn Hills business address on it, such as current pay stub, current ID badge, or letter from employer. Membership is only for the employed business person, and not extended to family members.

2. a. Business cards must be renewed every year. In order to renew a business library card, proof of current employment in Auburn Hills must be provided by the applicant. All fines and fees accrued on the card must be paid. If a library card is not renewed, it cannot be used to check out Library materials.

1 | Adopted by Auburn Hills Public Library Board of Trustees, December 6, 2005
Revised by Auburn Hills Library Board, February 24, 2011
Revised by Auburn Hills Library Board, March 26, 2013
Revised by Auburn Hills Library Board, March 22, 2018

- 2. b.** The first business library card is free. Replacement cost for lost or stolen cards is \$2.00. Lost or stolen cards should be reported immediately. The borrower is responsible for all materials checked out on the library card.
3. **SHORT-TERM BUSINESS CARD:** Applicant must be present. Driver's License or current state ID with current address, proof of length of stay (3 month length of stay is required) and proof of employment in Auburn Hills.
- 3. a.** Short-term business cards may be renewed for another 3 months, provided proof of an additional 3 month length of stay is provided by the applicant. In order to renew a short-term business library card, all fines and fees accrued on the card must be paid. If a library card is not renewed, it cannot be used to check out Library materials or use the Library's public Internet access.
- 3. b.** The first short-term business library card is free. Replacement cost for lost or stolen cards is \$2.00. Lost or stolen cards should be reported immediately. The borrower is responsible for all materials checked out on the library card.
4. **PRE-K-12TH GRADE STUDENT CARD:** Applicant must be present. Parent or legal guardian must bring their Driver's License or current state ID with current address and paperwork to verify student's current enrollment, such as tuition statement, letter from school or current year report card.
- 4. a.** Pre-K-12th Grade student cards must be renewed every year. Proof of student's current enrollment must be provided by the parent or legal guardian at the time of renewal. In order to renew a library card, all fines and fees accrued on the card must be paid. If a library card is not renewed, it cannot be used to check out Library materials.
- 4. b.** The first student library card is free. Replacement cost for lost or stolen cards is \$2.00. Lost or stolen cards should be reported immediately. The borrower is responsible for all materials checked out on the library card.
5. **COLLEGE STUDENT CARD:** Applicant must be present. Bring Student ID and Driver's License or current state ID with current home address and be able to verify enrollment status by showing a current class schedule in paper format or online.
- 5. a.** College student cards must be renewed every year. Proof of student's current enrollment must be provided at the time of renewal. In order to renew a library card, all fines and fees accrued on the card must be paid. If a library card is not renewed, it cannot be used to check out Library materials.

5. b. The first student library card is free. Replacement cost for lost or stolen cards is \$2.00. Lost or stolen cards should be reported immediately. The borrower is responsible for all materials checked out on the library card.

6. **TEMPORARY CARD:** Non-residents who belong to a library within The Library Network (TLN) may receive a temporary library card. This temporary card is valid for 30 days, will allow checkout of 3 print materials per card, and no holds. This temporary card is nonrenewable.

RELATIONSHIPS WITH STAND-ALONE LIBRARIES

Patrons who are from a stand-alone library will be limited to a total of 10 items checked out on their cards at any given time. Stand-alone library patrons may have no more than 3 requests at any given time. Stand-alone library cards must be renewed every year. In order to renew a library card, all fines and fees accrued on the card must be paid. If a library card is not renewed, it cannot be used to check out Library materials. The borrower is responsible for all materials checked out on the library card. For further information about stand-alone libraries, please see Library staff at the Check Out Desk.