

## **LIBRARY CARD ACQUISITION AND MATERIAL BORROWING POLICY**

If a patron already 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 CARD HOLDER IS CONFIDENTIAL**

1. Applicant must be a resident of Auburn Hills or another community within TLN.
2. Before the staff can issue a card, an applicant must be present with a current state identification card, driver's license or passport that shows both his/her name and address as proof of residency. Minors up to age 18 are required to have a parent/legal guardian present to get a card. The parent/legal guardian will be required to present proof of residency. Examples of acceptable proof of residency are: a current driver's license or identification card, a voter's registration card, current lease contract, paycheck stub, or current utility bill.
  - 2.1. The Auburn Hills Public Library requires the following information to issue a library card: name, current address, phone number, birth date, and driver's license, state identification card or passport. NOTE: We do not intend to change or reduce these requirements to issue a library card. All information compiled is protected under the Library Privacy Act.
3. To replace or renew a card, a patron must be present with identification showing both name and address as proof of residency. Minors up to age 18 must have a parent/legal guardian present to replace or renew a card. The parent/legal guardian will be required to present proof of residency.
4. An applicant may receive a library card (Nonresident Card) if he or she works in Auburn Hills or attends a school in Auburn Hills. Avondale School District students who do not reside in Auburn Hills will also qualify for a Nonresident Card.
5. An applicant may receive a library card (Short Term Business Card) if he or she works in Auburn Hills but resides in temporary housing in Auburn Hills. A Short Term Business Card will allow checkout of three items and no holds. Please speak to the circulation staff regarding information required to issue this card.
  - 5.1. To receive a Short Term Business Card, please bring the following to the Auburn Hills Public Library check out desk:
    - Current state identification card, driver's license or passport
    - Proof of length of stay (a 3-month length of stay is required)
    - Proof of employment in Auburn Hills

6. An applicant may receive a library card (Temporary Card) if he or she does not live in Auburn Hills, but does live in the TLN service area and does not have a card from their home library. A temporary library card will be issued for 30 days, will allow checkout of 3 items and no holds, and is nonrenewable.
7. A library staff member will issue a card immediately upon receipt of an applicant's information and proof of residency or employment.
8. Applicant's first 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 his or her card.
9. Library cards (residents) must be renewed every three years. 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 or use the library's public Internet access.

### **BORROWING PROCEDURES**

1. Borrowers must present their card each time they check out materials from the library. The card is not required when returning materials. If a patron does not have his/her library card, the circulation clerk will ask for identification (state identification card, driver's license or passport) and allow only 1 item to be checked out.

After three times without a card, no service will be given until the patron finds or replaces his/her card. There is a \$2.00 replacement fee for cards.

2. Materials are to be returned in the library return boxes. Overdue fines on late materials will be recorded to the borrower's record. Fines will be collected at the circulation desk or on the website.

**Effective March 23, 2013 material circulation regulations are as follows:**

<b><u>Material Type</u></b> <b><u>Fines</u></b>	<b><u>Loan Period</u></b>	<b><u>Item Limit</u></b>	<b><u>Renewals</u></b>	<b><u>Overdue Fines</u></b>	<b><u>Maximum</u></b>
<b>Books</b>	<b>3 weeks</b>	<b>none</b>	<b>yes</b>	<b>\$.15/day</b>	<b>\$5.00</b>
<b>Adult New Fiction</b>	<b>2 weeks</b>	<b>none</b>	<b>yes</b>	<b>\$.15/day</b>	<b>\$5.00</b>
<b>Lucky Day</b>	<b>1 week</b>	<b>none</b>	<b>no</b>	<b>\$.15/day</b>	<b>\$5.00</b>
<b>Magazines</b>	<b>1 week</b>	<b>none</b>	<b>yes</b>	<b>\$.15/day</b>	<b>\$5.00</b>
<b>Audio books</b>	<b>3 weeks</b>	<b>none</b>	<b>yes</b>	<b>\$.15/day</b>	<b>\$5.00</b>
<b>Nonfiction (NF) Blu-ray, NF DVDs, &amp; NF VHS</b>	<b>3 weeks</b>	<b>none</b>	<b>yes</b>	<b>\$1.00/day</b>	<b>\$15.00</b>
<b>Music CDs</b>	<b>1 week</b>	<b>none</b>	<b>yes</b>	<b>\$.15/day</b>	<b>\$5.00</b>
<b>Youth VHS</b>	<b>1 week</b>	<b>none</b>	<b>no</b>	<b>\$1.00/day</b>	<b>\$15.00</b>
<b>New DVDs</b>	<b>1 week</b>	<b>3/card</b>	<b>no</b>	<b>\$1.00/day</b>	<b>\$15.00</b>
<b>Feature Film DVDs</b>	<b>1 week</b>	<b>5/card</b>	<b>no</b>	<b>\$1.00/day</b>	<b>\$15.00</b>
<b>Blu-ray DVDs</b>	<b>1 week</b>	<b>5/card</b>	<b>no</b>	<b>\$1.00/day</b>	<b>\$15.00</b>
<b>Youth DVDs</b>	<b>1 week</b>	<b>5/card</b>	<b>no</b>	<b>\$1.00/day</b>	<b>\$15.00</b>
<b>Videogames</b>	<b>1 week</b>	<b>5/card</b>	<b>no</b>	<b>\$1.00/day</b>	<b>\$15.00</b>

\*Patron borrowing privileges will be blocked if fines reach \$15.00 or if 25 overdue items are on the card.

**Residents from the following libraries will be limited to a total of 10 items checked out on their cards at any given time. Residents from the following libraries may have no more than three (3) requests at any given time.**

Baldwin Public Library (Birmingham)  
Bloomfield Township Library  
Canton Public Library  
Clarkston Independence District Library  
Dearborn Public Library  
Farmington Community Library  
Farmington Hills Public Library  
Fowlerville District Library  
Grosse Pointe Public Library  
Hamburg District Library  
Hartland Cromaine Library  
Howell Carnegie District Library  
Northfield Township District Library (Whitmore Lake)  
Orion Township Public Library  
Pinckney Community Public Library  
Plymouth District Public Library  
Rochester Hills Public Library  
Royal Oak Township Library  
Saline District Library  
Southfield Public Library  
St. Clair County Library System  
Wayne County Regional  
West Bloomfield Township Library  
William P. Faust Public Library of Westland  
Ypsilanti District Library