

Policy 501  
Patron Eligibility  
Adopted: 12/6/2005  
Revised: 3/5/2019  
Approved: 3/11/2019

If a patron has a card from another library within The Library Network (TLN), we will accept that 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:

#### **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.
- 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.
- Lost or stolen cards should be reported immediately.
- The borrower is responsible for all materials checked out on the library card.

#### **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.
  - A business card is only for the employed business person, and not extended to family members.
  - 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
  - Lost or stolen cards should be reported immediately.
  - The borrower is responsible for all materials checked out on the library card.
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## **SHORT-TERM BUSINESS CARD**

- Applicant must be present.
- Driver's License or current state ID with current address and proof of employment in Auburn Hills.
- Short-term business cards may be renewed for another (3) months, provided proof of an additional three 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.
- Lost or stolen cards should be reported immediately.
- The borrower is responsible for all materials checked out on the library card.

## **PRE-K-12<sup>TH</sup> 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.
- Pre-K-12<sup>th</sup> 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.
- Lost or stolen cards should be reported immediately.
- The borrower is responsible for all materials checked out on the library card.

## **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.
- 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.
- Lost or stolen cards should be reported immediately.
- The borrower is responsible for all materials checked out on the library card.

## **TEMPORARY CARD**

- Non-residents who belong to a library within The Library Network (TLN) may receive a temporary library card.
  - The temporary library card is valid for 30 days, will allow checkout of (3) print materials per card, and no holds.
  - The temporary library card is nonrenewable.
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### **RELATIONSHIPS WITH STAND-ALONE LIBRARIES**

- Library card holders from a stand-alone libraries will be given temporary privileges for one month and limited to a total of (3) print materials per card per check out until their Card is verified in good standing.
- 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.
- The library card must be presented at the time of renewal.
- All fines and fees accrued on the card must be paid in order to renew the card.
- 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 Checkout Desk.

### **RELATIONSHIPS WITH SHARED LIBRARY NETWORK**

- Patrons must return to their home library for card renewal.
  - One 30 day extension is allowed to those who are not blocked or barred, with dated and initialed note added to the patron record. (As per SAS Users group resolution on 12/12/2013).
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