

## 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 and reciprocity agreements with other libraries.
  - 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.
    - iii. Minor cards require a parent or legal guardian's signature and do not allow access to Hotspot or Playaway Launchpad checkout.
  - B. Reciprocal borrowing card
    - i. Available to any individual who possesses a resident/property owner library card from Kalamazoo or Portage Library, with whom the library currently has reciprocity agreements.
    - ii. This card does not allow access to interlibrary loan, remote access to databases, downloadable media purchased by CTL, or Hotspot, or Playaway Launchpad checkout.
  - C. Courtesy card
    - i. Available to any individual who works in the library's legal service area and is not eligible for a resident or reciprocal borrowing card. Courtesy card privileges do not extend beyond the individual employed in the service area.
    - ii. Available to any active duty member of the United States military or family member living at the same address not eligible for a resident or reciprocal borrowing card.
    - iii. This card does not allow access to interlibrary loan or Hotspot or Playaway Launchpad checkout.
  - D. 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.

## E. Non-Resident Purchase card

- i. Available to any individual not eligible for a resident card.
- ii. One card may be used by any member of a family living at the same address, or each family member can apply for their own card.
- iii. Requires annual fee payment of \$35 per library card. The annual fee is determined by library administration and is based upon the annual cost associated with providing library cards to an average household within the library's legal service area. The annual fee is subject to change.
- iv. Allows full privileges.

## F. Internet Only card

- i. Available to any individual not eligible for another card type who wishes to use the Internet on a regular basis.
- ii. Privileges are limited to Internet access only.

## G. Staff card

- i. Available to current and past members of the CTL Board of Trustees.
- ii. Available to current CTL employees and former CTL employees with 5 or more years of service.
- iii. Available to current Comstock Township employees working in the Library/Township building.
- iv. Privileges are the same as a resident/property owner card.
- v. Is exempt from overdue fines.
- vi. Privileges may be revoked at the discretion of the library director due to misuse.

## H. Student card

- i. Available to any individual who attends a K-12 public or private school in the library's legal service area.
- ii. Is exempt from overdue fines and replacement fees.
- iii. Allows check out privileges with a limit of up to three (3) physical items checked out at any time
- iv. This card does not allow Hotspot or Playaway Launchpad checkout.

## I. Temporary Digital Access card

- i. Available to any individual who lives in the library's legal service area.
- ii. Privileges are limited to digital collections and databases.

2. An individual may only have one card of any type.

3. An application process must be completed for each card. Applicants must present valid identification to demonstrate eligibility.
  - A. Resident/Property owner card
    - 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.
  - B. Reciprocal borrowing (green) card
    - i. Reciprocal library applicants must present a current photo ID and valid card from Kalamazoo or Portage Library, with whom the library currently has reciprocity agreements.
  - C. Courtesy card
    - i. Courtesy card applicants must present a current photo ID and proof of local employment within the library's legal service area, such as a current pay stub showing the company address or current valid workplace identification.
    - ii. Members of the United States military must present a current 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.
  - D. MLibraryCard (yellow) card
    - i. MLibraryCard library cardholder applicants must present a current photo ID and their home library card.
  - E. Non-resident purchased card
    - i. Non-resident purchased card applicants must present a current photo ID along with the requisite annual card fee. The annual card fee is due at the time of application or renewal.
  - F. Internet only (red) card
    - i. Internet only card applicants must present a current photo ID.
  - G. Student card
    - i. Student cards will be issued automatically based on current school records unless a parent or legal guardian has chosen to opt out.

H. Temporary Digital Access card

- i. Temporary Digital Access card applicants must fill out the online application found on the library's website. Within 24 hours the data automatically imports into the automation system and the card becomes active.
  - ii. This card expires 60 days from the date of issue.
  - iii. Applicants can upgrade to a Resident card at any time by coming into the library and presenting current photo ID and proof of street address.
4. Minors and foster home residents need a parent or guardian's co-signature. Group home residents without proper ID need a 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.
5. Library cards must be renewed every year. Purchased cards must be renewed annually. Temporary Digital cards can be renewed for an additional 60 days upon request. Cardholders must provide the same type of documentation used to apply for a new card. Minors must renew their cards upon turning eighteen (18) years of age to assume legal responsibility for items checked out.
6. 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.
  - C. A minor's parent or legal guardian is responsible for regulating all access to and use of library materials including the Internet.

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Comstock Township Library Board of Trustees