

## **Student Library Card FAQ**

Comstock Township Library and Comstock Schools are launching a student library card program to ensure that students have access to library resources.

### ***When does this program start?***

Comstock STEM Academy students already have student library cards in our system. Other Comstock schools will soon be following suit.

### ***How long are student cards good for?***

Student library cards will have a one-year expiration date.

### ***What is different about a student library card?***

Student library cards are generated automatically for every Comstock Schools student without the need for a parent/guardian to sign a card application form. Parents/Guardians are given the option to opt-out of the program before the schools send the student data to us.

### ***Will the student have a physical library card with a standard library barcode number?***

No, students will not have a physical library card. Instead, their library card account will use their student ID number as their library card number.

### ***What is the student library card PIN?***

Student library card PINs will be the last four digits of their student ID number.

### ***Does the student library card have any limitations?***

Yes, students are limited to checking out only three physical items at a time and cannot check out mobile hotspots, launchpads, or story/discovery kits.

### ***Can student library cards be used to access digital materials?***

Yes, student library cards can be used to checkout materials on Hoopla and Overdrive.

### ***Will students be able to use the library's computers with this card?***

As of right now, students are not able to log on to the library's computers using their student ID number. They can, however, get a guest pass to log on.

### ***Will students be charged replacement fees if checked out items are not returned?***

No, student library cards will not be charged replacement fees or sent to collections, even if checked out items are not returned. They will, however, not be able to check out more materials if an item is overdue or has not been returned.

***What happens if the student already has a Comstock Juvenile library card?***

A duplicate check will be done every time we import new student records. If the student already has a Comstock Juvenile card, the student card account will be deleted. The student ID number will be added to the library card account as an ALT ID, so the student can use their library card number or their student ID to check out materials.

***Can students with a student library card use the self-checkout?***

No, students will need to check out at the circulation desk. The circulation staff member will need to type in the student ID number or look them up by name in order to check them out.

***How can the library be sure a student is giving the right student ID number?***

The circulation staff member will cross reference the account with the student using their DOB, address, phone number, or grade/school. Some students may have a picture ID with their student number that they can show staff as well.

***Can parents or guardians come in without the student and check out materials for them?***

No, students will need to come to the library in-person to check out physical materials with their student card.

***What if the student wants to check out more than three physical items?***

If a student wants to have their card changed to a standard one, they will need to have a parent or guardian come in and fill out an application form. The card type will then be changed to "Comstock Student Full Access." Residency requirements will be the same as usual. In other words, if the student does not live in the Comstock Township library service area, they will not be able to "upgrade" their card. In this case, the parent or guardian would have the option to purchase a Non-Resident card.

***What if a Comstock School employee wants a library card?***

While cards are not issued automatically for Comstock School employees, all employees are eligible to visit the library and apply for a Courtesy card. Employees must show proof of employment, such as a pay stub. Comstock School employees do not need to live in the service area to receive a Courtesy card.