

## **CIR-1: Library Card Policy**

Adopted: 10/17/2013; Last Revised: 3/21/2024

### **Policy Statement**

Library cards are issued in order to identify eligible users and to determine the level of access to services and resources.

### **Regulations**

1. The library offers a variety of cards based on eligibility and service needs.
  - a. Patron
    - i. Patron – Resident: Available to any individual who lives or owns property in Orion Township or the Village of Lake Orion.
    - ii. Student – Non-Resident: Individuals who attend a school in, but do not reside in, the OTPL service area are eligible. Library privileges are restricted to the student only; family members do not qualify for library privileges.
    - iii. Business: Upon proof of employment available to any individual who works or owns a business in Orion Township or the Village of Lake Orion. Library privileges are restricted to the individual only; family members do not qualify for library privileges.
    - iv. Lake Orion Teachers: Available to current teachers in a Lake Orion school. Extends special borrowing privileges for materials that can assist in their classrooms.
    - v. Temporary: A temporary library card is available to patrons who have valid photo ID but may not have a permanent address. This card is intended for unhoused individuals residing within the library’s service area.
    - vi. Digital: Available to all residents of Orion Township age eighteen and older. This card has all the rights and privileges of a Patron – Resident card but may be obtained online and does not have a physical copy of the card. A patron may opt to have their Digital card converted to a physical card at any time.
  - b. TLN home library card and Troy Public Library card
    - i. Patron – Non-Resident: Any individual who lives in The Library Network (TLN) service area or in the city of Troy, Michigan and is not eligible for a resident card may use their home library card to set up a library account at OTPL.
    - ii. These TLN and Troy patrons must provide their library card, which we will add to our OTPL database to provide library services to them.
    - iii. TLN home library cards and Troy Public Library cards are not eligible for interlibrary loan privileges with MeLCat. See the *Interlibrary Loan Policy* for more details.
  - c. Non-Resident purchased library card
    - i. Non-Resident – Annual: Available to any individual who does not live, work, or own property in Orion Township or the Village of Lake Orion and is not a resident of a community entitled to reciprocal borrowing

privileges through membership in The Library Network (TLN) or a resident of Troy, Michigan.

- ii. Payment of a non-resident fee is required for a library card of this type. The non-resident fee is set by the Orion Township Public Library Board of Trustees, constitutes reasonable financial support, and entitles card holders to programs and services of this library only.
  - iii. The non-resident fee shall be computed at the beginning of each fiscal year and shall be calculated as either:
    1. The amount of money received for property tax, single business tax, state aid, and penal fines for previous year divided by the number of households from the latest U.S. Census of Population rounded off to the next highest \$5 divisible figure. (i.e. \$35, \$40, etc).
    2. An amount designated by the Board of Trustees.
  - iv. The fee shall be reviewed at each January board meeting and changed if necessary, via board motion and vote (see details in the *Fines and Fees Policy*). Immediate family members at the same address may receive their own cards, but each card will have the same expiration date.
2. An application process must be completed for each card.
- a. Applicants age eighteen<sup>1</sup> and above may apply for a library card online.
  - b. Minor applicants (under age eighteen) require a parent/guardian signature on the paper form before a card is issued.
  - c. Applicants must present valid identification to demonstrate eligibility.
    - i. Proof of street address is required, such as a Michigan driver's license or learner's permit, tax statement or receipt, or a recent utility bill not older than three months. Online applications will be verified electronically using address-verification software. Post office box addresses will not be accepted. In the case of a minor, the proof of street address may be that of the parent/guardian instead of the minor.
    - ii. Business card applicants must present a recent tax bill, tax receipt or proof of local employment, such as a pay stub showing the company street address. Post office box addresses will not be accepted.
    - iii. Lake Orion teacher card applicants are verified with the Lake Orion schools each school year.
    - iv. Temporary cards are intended for individuals experiencing homelessness who can provide valid photo ID and form of contact but do not possess a permanent address. Temporary cards provide full use of online databases, electronic resources, and computers, but are limited to three checkouts at a time and may not request interlibrary loans through the Michigan Electronic Library. Temporary cards expire after six months. Those holding temporary cards can have their card converted to a permanent form of card upon showing proof of address or employment within the library's service area.

- d. Student applicants through our Think Link partnership with Lake Orion schools require approval by a parent/guardian. The procedure for obtaining library cards through Think Link is assisted by school personnel and may vary from the process outlined above as approved by the Library Director.
3. Patron - Resident cards, Digital cards, and Patron - Non-Resident (TLN home library and Troy Public Library) cards must be renewed every three years. Business, Lake Orion teacher, and purchased non-resident cards must be renewed on an annual basis. Patron - Resident and Digital cardholders will have their address verified and automatically renewed. Other cardholders must provide the same type of documentation used to apply for a new card.
4. The card owner (or parent/guardian in the case of a minor) is responsible for all materials borrowed on the card and agrees to abide by library policies.
5. The cost to replace a lost card is listed in the *Fines and Fees Policy*. Lost cards should be reported immediately. The library is not responsible for any debit amounts on lost cards.
6. Borrowing privileges may be suspended if the patron exceeds the maximum outstanding fee limit or has unresolved lost materials until the patron account is resolved.
7. Patron records will be deleted three years after they become expired or after a patron account is deemed uncollectible by the collection agency.
8. A patron may contest a library policy or any portion of a library policy by following the procedures as outlined in MGT-15: Appeals Process Policy.

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<sup>i</sup> U.S. Code, Title 15 §§ 6501-6506, P.L. No. 105-277, 112 Stat. 2681-728.