

**1. General Policy**

- a. Library cards are in effect for a period of three years. To renew membership, patrons may be required to prove current library card eligibility and verify contact information.
- b. Borrowing privileges are suspended if more than six items are overdue or fines exceed \$8.00.
- c. All GLADL library cards are the property of the library and may be revoked for cause.

**2. Eligibility**

- a. All residents of the GLADL, whose boundaries are the City of Grand Ledge, Grand Ledge Public School District, and Charter Township of Oneida, are eligible for library cards.
- b. Any resident of the State of Michigan is eligible to apply for a library card. Out of state residents may use the library, but may not borrow directly from the library.
- c. Melcat Visiting patrons: Patrons from libraries who participate in the MelCat visiting patron program may use the MelCat Visiting Patron system to borrow items directly from GLADL.
- d. Teacher cards: Patrons who are teachers at local community school may apply for a Teacher card. This program allows teachers a six week checkout period with one three week renewal to better meet the educational needs of the students in our community. Certain library collections such as DVDs and Adult New Books are exempt from this extended checkout allowance and follow their normal circulation periods.
- e. Ecard: The ecard program allows access only to our digital collections. No parent signature is required, but the rest of standard registration procedures apply. Patrons cannot check out physical materials from the library or participate in Melcat.

**3. Identification**

Identification showing current address must be presented for those 18 and over. If the identification does not show the patron's current address, then the patron must present additional proof of current residency, which may include any of the following:

1. Voter registration card
2. Mail delivered through the Post Office
3. Lease or rent receipt
4. Utility bill
5. Printed checks

#### **4. Minors**

A minor is defined as an individual under the age of 18 years, unless determined otherwise by a court order. A parent or guardian must sign a minor's application for a library card, accepting responsibility for items borrowed, lost or damaged by the child. Parents or guardians must show identification and provide requested address information on the minor's library card application.

It is in accordance with the library's policy that individuals make their own determinations in selecting materials. Therefore, it is recommended that parents/guardians provide any desired guidance in the suitability of materials directly to the young people for whom they are responsible. The library does not function in loco parentis.

#### **5. Lost Library Card/Change of Address**

Library cards are like credit cards and allow their possessor to borrow hundreds of dollars worth of materials. The library assumes that the person using a library card is the owner of that card or has the permission of the owner to use the card.

In the event of a lost or stolen card, the patron is responsible for notifying the library immediately. *All materials checked out on a library card are the responsibility of the patron until the loss is reported.* Until the library is notified of a lost or stolen card, a library card is valid and its owner is responsible for all use of the card and for any lost or overdue materials and fees incurred. In case of children under age 18, the parent or legal guardian who signed the library card application is the responsible party.

If a library card must be replaced for any reason a fee of \$1.00 shall be charged.

Changes of contact information should also be reported promptly, the library may not be able to contact you about important information if your address is not up to date.

Approved: January 13, 1993

Amended: February 10, 1993, September 13, 2000, October 23, 2013, May 30, 2017