

Library Card Policy

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. Resident card and business card holders have access to all library services
 - i. Available to any individual who lives or owns property in Rochester, Rochester Hills or Oakland Township.
 - ii. Individuals who attend Oakland University, Rochester College or a K – 12 school in, but do not reside in the RHPL service area are eligible.
 - iii. Upon proof of employment available to any individual who works in Rochester, Rochester Hills or Oakland Township. Library privileges are restricted to the individual only; family members do not qualify for library privileges.
 - B. Non-Resident courtesy card holders may borrow materials, but are not able to place holds and interlibrary loans or to register for programs.
 - i. Available to any individual who lives in The Library Network (TLN) service area and is not eligible for a resident card.
 - ii. Borrowing privileges are restricted to the individual only; family members do not qualify for borrowing privileges.
 - iii. MLibrary guest card applicants must also present a photo ID and their local library card with a MLibrary sticker obtained from their local library.
 - C. SNon-residents may borrow materials in-person using guest privilege
 - i. Available to any individual whose home library participates in the MeLCat program.
 - ii. Circulation privileges are limited to print items only.
2. An individual may only have one card of any type.
3. An application process must be completed for each card.
 - A. Applicants age thirteen¹ and above may register online; any applicant may use the paper form.

¹ U.S. Code, Title 15 §§ 6501-6506, P.L. No. 105-277, 112 Stat. 2681-728.

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- B. Applicants must present valid identification to demonstrate eligibility.
 - i. Current photo ID and proof of street address is required, such as a Michigan driver's license or learner's permit, state ID card, school photo ID, tax statement or receipt, or a recent utility bill not older than three months. Post office box addresses will not be accepted.
 - ii. Non-resident courtesy card applicants must present a photo ID, home library card and return a completed good standing form from their home library.
 - C. Minor resident applicants need a parent or guardian's co-signature.
Co-signers must be eligible to borrow materials and present proper ID.
4. Holders of new library cards will be restricted to checking out three items on their first visit. The three item limit will be lifted once those items are returned.
 5. Cards must be renewed on an annual basis (except resident cards which renew every three years). Cardholders must provide the same type of documentation used to apply for a new card. Minors must renew their cards upon turning 18 years of age to assume legal responsibility for items checked out.
 6. The card owner is responsible for all materials borrowed on the card and agrees to abide by library lending rules and all policies and regulations.
 7. If the card owner declares to have returned materials, the library will search for the missing items for four months. Items not located within in four months will be billed to the card holder's account.
 8. There is a \$2 replacement charge for lost cards. Lost cards should be reported immediately. The library is not responsible for any debit amounts on lost cards.

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Rochester Hills Public Library Board of Trustees