

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 access to services based on card eligibility.
 - A. Resident cardholders have access to all library services.
 - i. Available to any individual who lives or owns property in Rochester, Rochester Hills or Oakland Township.
 - B. Business cardholders have access to all library services.
 - i. Available to any individual who works in Rochester, Rochester Hills or Oakland Township, upon proof of current employment.
 - C. Student cards have access to varying levels of library service.
 - i. Available to any student attending a public or private k-12 school or university in the library's service area.
 - ii. Default student card privileges include access to electronic content and computer reservations.
 - iii. Student accounts can be upgraded to access all library services when a parent/legal guardian becomes an authorized user and assumes responsibility for minor card holders.
 - iv. Students attending university within the service area have access to all library services and do not need a parent or legal guardian authorization unless they are a minor.
 - D. Staff cardholders have access to all library services
 - i. Available to current and past members of the RHPL Board of Trustees.
 - ii. Available to current RHPL employees and available to former RHPL employees with 5 or more years of service.
 - iii. Is exempt from overdue fines.
 - iv. Privileges may be revoked at the discretion of the library director due to misuse.
 - E. Oakland Talking Book Service (OTBS) and homebound cardholders have access to all library services, except for interlibrary loan if they do not live in the service area.
 - i. Available to any resident of Oakland County who qualifies for OTBS service (as determined by the National Library for the Blind and Print

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Disabled) or who has been vetted by an RHPL library specialist for homebound services.

F. Non-Resident cardholders have checkout privileges, but are not able to access electronic content or experiential learning kits, place holds or interlibrary loans, register for programs, request test proctoring, or reserve rooms or computers.

- i. Available to any individual with a valid home library card in good standing who lives in The Library Network (TLN) service area and is not eligible for a resident card.
- ii. Available to any individual who lives in Troy, MI with a valid Troy Public Library card in good standing as part of the reciprocity agreement established under the WOLF library cooperative agreement.

G. MiLibraryCard cardholders have checkout privileges for print items only but are not able to access electronic content, place holds or interlibrary loans, register for programs, request test proctoring, or reserve rooms or computers.

- i. Available to any individual whose home library participates in the MiLibraryCard program.

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

3. An application process must be completed for each card.

A. All applicants can register in person at the Main Library or community bookmobile. Applicants age thirteen¹ and above may register online; paper-based applications are available upon request.

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, passport, state ID card, school photo ID, long-term lease (6-months or longer), foreign exchange student documentation, green card, 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 card applicants must present proof of current employment within the service area, such as a pay stub showing the local business address.
- iii. MiLibraryCard applicants must present their home library card with MI Library sticker.

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

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- C. Minor resident applicants need a parent or legal guardian's authorization as co-signer for the account and assume responsibility. Authorized users must be a resident card holder and present proper ID.
4. Library 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.
5. Lost or stolen library cards should be reported immediately.
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. The library cardholder may add authorized users to the account. Authorized users are allowed full access to details about the account. Parents and legal guardians who co-signed for a minor's library account are automatically added as authorized users.
8. The library cardholder may add other RHPL card holders as associated users on an account to allow for both parties to pick up holds and ILL items (for one another).
9. Patrons should have their library card barcode available in order to use the library's services.

Approved: November 13, 2006, Amended 2007, 2010, 2019, September 14, 2020
Rochester Hills Public Library Board of Trustees