

Circulation Policy No. 2

Subject: REGISTRATION, RENEWAL AND REPLACEMENT OF CARDS

Adopted by Board July 14, 1993

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Registration, Renewal, and Replacement of Library Cards

Registration: Required registration information, as applicable, includes: name, address, business address, telephone number, business telephone number, and birth date. Consent from a parent or legal guardian assuming financial responsibility will be required for a minor.

Proof of Residency: A driver's license or Michigan identification card is required to obtain a library card. If the patron has recently moved or the identification does not reflect the patron's current address, a second form of identification is required. Acceptable forms of identification include: a tax receipt, voter registration card, property deed, utility bill or mortgage/lease agreement may also be accepted. Library staff may also check the Township tax records database as a means of verification for West Bloomfield residents.

Renewal: Proof of current residency (see above) will be required at the time of renewal of an expired library card. Library cards will not be renewed for patrons or institutions with outstanding fines, fees, or bills. A patron or institution must clear the account in full before the card will be renewed.

Lost, Damaged or Stolen Cards: Proof of current residency is required at the time a replacement card is issued. It is the cardholder's responsibility to report a lost or stolen card in order to prevent unauthorized use.