

# Circulation Policy No. 1

**Subject: LIBRARY CARD—ELIGIBILITY AND TYPE**

**Adopted by Board July 14, 1993**

**Revised: June 8, 2005; May 18, 2009; September 15, 2010; September 14, 2016; March 17, 2021; February 8, 2023**

## **Statement of Purpose**

In order to provide wide access to library materials through maximum use of the collection in a uniform manner, the West Bloomfield Township Public Library Board will set policies for length of loan period, renewals, reserves, fines, fees and limits. The library will determine who is eligible to borrow materials and will provide for the return and replacement of such materials.

## **Library Card--Eligibility and Type**

**General card:** The West Bloomfield Township Public Library issues a library card to any resident or property owner of West Bloomfield Township upon proof of current residency or property ownership. Library cards must be renewed every five years on the cardholder's birth date. The renewal process serves as a periodic check for accurate residency information.

**Contract card:** A library card will be issued to any resident of a community that contracts with the West Bloomfield Township Public Library for library service upon proof of current residency within the contract community. Contract library cards must be renewed every three years on the contract renewal date. If a contract community chooses not to continue a contract, all cards for that community will be cancelled immediately after the contract expiration date.

**Business card:** A library card will be issued to an individual who is an owner of a business located in West Bloomfield Township. A business library card must be renewed on an annual basis. A business card is non-transferable, including to members of the cardholder's family.

**Homebound card:** Any resident of the legal service area of the West Bloomfield Township Public Library who is unable to come to the Library because of limited mobility, illness or handicap, either temporary or long term, is eligible for a homebound library card. Homebound library cards must be renewed every three years on the cardholder's birth date. Homebound cardholders are subject to all the rules outlined in the Homebound Loan Policy.

**Outreach card:** Any extended care, nursing home, and senior citizen housing facility in West Bloomfield Township is eligible for an outreach card. Outreach library

cards are renewable on an annual basis. Outreach cardholders are subject to all the rules outlined in the Outreach Loan Policy.

**Student card:** Any K-12 student who is enrolled in a public school that is eligible to receive Library outreach visits who is not a resident of West Bloomfield or the Library's contract communities is eligible for a student card. A student must provide proof of current residency and proof of current enrollment in an eligible school. The card is good from September 1 through August 31 and must be renewed each year. Student cardholders are subject to all the rules outlined in the Library Card Chart (Attachment D). A student card is non-transferable, including to members of the cardholder's family.

**Teacher card:** Any K-12 teacher in a public or private school located in the legal service area (or has a high percentage of West Bloomfield residents enrolled) is eligible for a teacher loan card. A teacher must submit proof of identification and an application for the card that includes the signature of the school principal. The card is good from September 1 through August 31 and must be renewed each year. Teacher cardholders are subject to all the rules outlined in the Teacher Loan Policy.

**Computer Use Only card:** The card has no borrowing privileges associated with it. Proof of residency must be provided by the child's parent/legal guardian. This card expires in the same timeframes as the general and contract cards and can be converted into another card type at a later time.

**Computer Only (Temporary):** Any non-resident at the Main Library (non-applicable at the Westacres Branch), who wants to use a computer workstation is eligible for this one time card option. The card has no borrowing privileges associated with it and must be renewed on an annual basis or be converted to a permanent patron type. A non-resident must provide proof of their home address to be eligible.

**3-Item Limit (Temporary):** A library card will be issued to an individual who is eligible for a West Bloomfield Township Library card but whose ID has not been updated to show the current address and does not have a second form of identification. The individual must provide one form of identification to checkout three books at a time and has no additional borrowing or card privileges. The temporary card is valid for up to 30 days and then must be converted to a permanent patron card.