

## **Northville District Library Policy on Library Cards**

A library card entitles the cardholder to check out any circulating materials from the Northville District Library, use the library's public computers, and to use online resources paid for by the Library. Address verification is required of applicants for library cards.

The Library issues the following types of cards:

Resident:

Any resident or property-owner in the Northville Library District is eligible for a library card at no charge. The cardholder may borrow materials from other public libraries within The Library Network (TLN) that participate in reciprocal borrowing.

Temporary:

Any non-resident who lives in a community served by TLN and who does not have an active card is eligible for a temporary card at no charge. This card is valid for no more than 30 days. In accordance with policy adopted by member libraries of TLN, an individual should obtain a permanent library card from the community in which he or she resides.

Non-standard:

Any individual who is employed or attending school in the Northville Library District but does not qualify for either a resident or a temporary card is eligible for a non-standard library card at no charge. Verification of employment or school enrollment in the District is required. Short-term residents of the Library District are eligible for a non-standard card if they present proof of both their temporary and permanent addresses. Use of the non-standard card is limited to the Northville District Library.

Non-resident

The Library does not sell cards to non-residents.

Applicants under the age of 18 must have a parent/guardian present to sign the application form and provide address verification.

The Library participates in the MI Library Card program which allows residents of communities whose library has joined the MI Library Card system to borrow only print materials from other participating libraries.

Patrons are responsible for all materials borrowed on their library card. In signing the card, they agree to abide by the Library's lending rules and all policies and regulations. Possession of a library card by someone other than its owner (when not reported as lost) implies the consent of the individual named on the card for the holder's use of the card.

The Library reserves the right to limit the circulation of materials when necessary.

**Approved by the Board of Trustees Dec. 11, 1997**

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