

THE SCHULTZ HOLMES DISTRICT LIBRARY

Library Card Policy

Objective: To set forth the principles behind the procedure for issuing library cards to patrons as a means of keeping library materials available and relevant.

Obtaining a Library Card

An application for a new library card may be made at the Circulation Desk. The Library issues resident and non-resident library cards. Patrons who live within the boundaries of the Library's legal jurisdiction or contract service areas or who own taxable real property or who lease commercial property for a business within the library's jurisdiction, may obtain resident cards. There is no initial charge or fee for resident cards. Resident cards do not expire, but residence addresses may be verified annually. The current resident card area is comprised of the townships of Blissfield, Palmyra, Riga and Ogden within the Blissfield Community School District. Resident cards are not available for any criteria other than physical residence or property ownership (not for employment, school attendance, post office address, etc).

The Library Board has instituted non-resident fees so that people residing outside the library's service area, where residents fund the library with taxes and contract fees, may share in the cost of supporting the library. Non-resident fees are \$30 per quarter or \$100 per year. Additional users may be added to a single card.

Once the application is made and the fee paid, non-resident cards carry all the rights and privileges of resident cards for the duration of their terms. Payment for non-resident fees is due before issuance or renewal of the card. Non-resident cards expire and must be renewed at the end of their terms. The library waives the fee on non-resident cards for all student and staff of the Blissfield Community Schools and for all employees of the Village of Blissfield for as long as they continue to document evidence of enrollment or employment with a student or staff ID or a recent pay stub when renewing the card.

Library card applications are contracts that must be signed by an individual legally able to enter into a contract agreement. Adult parents or guardians must be present to sign the application for a child under 18 years of age or for a disabled person unable to sign or legally enter into a contract. The cards themselves are instruments of that contract which remains between the library and the signer of the application regardless of who signs the card itself. Alternatively, card holders may indicate other persons as authorized users of their card. The authorization must be on record in the library. The library considers non-applicant signers or authorized users of cards as agents of the applicant, with such agency between the applicant and the agent and not with the library whose only contractual relationship is with the applicant.

Applicants for adult cards, resident and non-resident, must be 18 years of age or older and present proof of date of birth and one of the following: a social security number, a driver's license number, or a Michigan State ID number. Children's cards are issued to children 6-17 years of age. A parent or guardian, residing at the same contact address as the child, must apply

for a card in a child's name and must be present to show the required ID and to sign as the responsible party for the card of any patron 6-17 years of age. In the case of adult applicants unable to sign because of physical disability but otherwise legally able to enter into a contract, signature may be made by proxy provided by the applicant and countersigned by the proxy.

To obtain a library card, resident or non-resident, a patron must show current photo ID and current address for contact information. In addition patron must show proof of current residence address within the library service area or of property or business ownership within the Village of Blissfield. The proof of address may both establish residency and provide contact information. A valid and current Michigan driver's license or Michigan ID card issued by the Secretary of State may satisfy both requirements, provided that the address on the license matches the address on the application. An unexpired driver's license with an address different from the address on the application may be used only for the photo ID. Additional proof of residence or property ownership may be required.

The following are examples of supporting documents. The list is not all-inclusive:

Photo ID:

- Military or School ID
- Passport
- Current Out-of-State Driver's License or MI License with a different address

Proof of address:

- Current month's utility bill sent to patron at the address
- Official mail from a government authority (with director's approval) sent to patron at address. Government authorities include federal, state, and local government entities, as well colleges or universities and school districts.

Property ownership within the Village limits:

- Village of Blissfield tax bill or payment receipt

Business ownership within the Village limits:

- Lease agreement showing applicant as lessee.

Institutional cards will be issued with the approval of the director, using the same criteria as for individual cards. Persons with borrowing privileges must be listed on the application. Authority to apply for an institutional card may be established with a letter on the institution's letterhead or by other documentation approved by the director. Applicant must sign for the card, show Photo ID and, if an application for a resident card, proof of the institution's location—business card, letterhead, or official mail addressed to the institution--as indicated above. The institution will be the responsible party for all transactions using the card.

Renewal of Library Card

Library cards are renewed in person at the circulation desk. The applicant must show current photo ID and proof of current address. Non-resident card holders must pay the non-resident fee.

Use of Library Card and Account

1. Lost cards may be replaced for a \$1.00 fee.
2. Patrons must have a valid, unblocked SHML account to check out or renew items.
3. Accounts will be blocked when accumulated charges for fines, fees and lost items amount to \$5.00 and above. If a patron has signed for more than one card, as for a child's card, each account must be below \$5.00 for a patron to check out materials. For instance, if the parent's card is over \$5.00, the parent may not use the child's card to avoid paying the fine and vice versa.
4. Patrons should present a valid SHML card to check out items. The barcode makes for a more efficient and secure transaction. A copy (physical or electronic) of the library card or barcode does not substitute for the card itself.
5. Patrons may renew items over the phone or online.
6. Patrons are responsible for securing their library cards and should treat cards as they would cash. The library is not responsible for items checked out on a lost or stolen card.
7. Patrons may check out or renew items from SHML with the driver's license used at registration instead of the library card. MeL requires the account number used to request the item, so you must present the library card to pick up a MeL item. Patrons must have either their actual library card or the actual driver's license used at registration. No copies allowed.
8. Anyone other than the patron using the account must present the library card and must be listed as a permitted user of the card on the patron's account. The library will allow use only at the level permitted on the account (pick up or full use).
9. If a patron's account is blocked, the patron may not use another account to check out materials regardless of whether the patron is listed as an authorized user or signed the application (as for a child).
10. Patron is responsible for all items checked out or renewed with the card and for paying any and all fines and fees associated with the items, regardless of who presented the card or completed the transaction.

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