

Policy 501

Patron Eligibility

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If a patron has a card from another library within The Library Network (TLN), we will accept that card.

ACQUIRING A LIBRARY CARD

ALL INFORMATION COMPILED ABOUT THE CARDHOLDER IS CONFIDENTIAL

Anyone who lives, works, owns property, is currently enrolled in a public or private school, or is currently enrolled in a college or university in Auburn Hills is eligible to apply for a library card.

All applicants must be able to verify their eligibility with a photo ID and appropriate documentation as follows:

RESIDENT CARD

- Applicants 18 and older can apply for a card in-person or online
- Driver's License or current state ID with current address, or Photo ID and verifiable documentation of an official nature with applicant's name and current address, such as a utility bill, property tax statement, bank statement, rental or purchase agreement.
- Applicants under 18 must be present at the time of issuance and accompanied by their parent or legal guardian who will become the responsible party, and give permission for the child's library card. Parent or legal guardian may apply online for their child.
- Applicants who cannot verify residence, may be issued a 30 day card with a limit of (3) print materials until residency can be verified.
- Resident library cards must be renewed every (3) years.
- Resident cards will automatically renew once verified in Patron Point. If Patron Point cannot verify a resident they will need proof residency in Auburn Hills at the time of renewal.
- Lost or stolen cards should be reported immediately.
- The borrower is responsible for all materials checked out on the library card.

1 YEAR BUSINESS CARD

- Applicants 18 and older can apply for a card in-person or online.



- Driver's License or current state ID with current address and verification of employment with Auburn Hill's business address on it, such as current pay stub, current ID badge, or letter from employer.
- Business cards are only for the employed person, not their extended to family members.
- Business cards must be renewed every year.
- In order to renew a business library card, proof of current employment in Auburn Hills must be provided by the applicant.
- Lost or stolen cards should be reported immediately.
- The borrower is responsible for all materials checked out on the library card.

SHORT-TERM BUSINESS CARD

- Applicant must be present.
- Driver's License or current state ID with current address and verification of employment with Auburn Hill's business address on it, such as current pay stub, current ID badge, or letter from employer.
- Issue a 1 year Short Term Business Card.
- Lost or stolen cards should be reported immediately.
- Patron Code E-Card limiting them from placing holds or checking out physical items.

PRE-K-12TH GRADE STUDENT CARD

- Minors under 18 can have their parent or legal guardian apply for a card in person or online
- Parent or legal guardian will be the responsible party, and give permission for the child's library card.
- Parent or legal guardian must provide Driver's License or current state ID with current address and paperwork to verify student's current enrollment, such as tuition statement, letter from school or current year report card.
- Pre-K-12th Grade student cards must be renewed every year.
- Proof of student's current enrollment must be provided by the parent or legal guardian at the time of renewal.
- Lost or stolen cards should be reported immediately.
- The borrower is responsible for all materials checked out on the library card.

COLLEGE STUDENT CARD

- Applicants 18 and older can apply for a card in-person or online.
- Student ID and Driver's License or current state ID with current home address and be able to verify enrollment status by showing a current class schedule in paper format or online.
- College student cards must be renewed every year.
- Proof of student's current enrollment must be provided at the time of renewal.



- Lost or stolen cards should be reported immediately.
- The borrower is responsible for all materials checked out on the library card.

TEMPORARY CARD

- Non-residents who belong to a library within The Library Network (TLN) may receive a temporary library card.
- The temporary library card is valid for 30 days, will allow checkout of (3) print materials per card, and no holds.
- The temporary library card is nonrenewable.

RELATIONSHIPS WITH STAND-ALONE LIBRARIES

- Patrons who are from a stand-alone library will be limited to a total of (10) items checked out on their cards at any given time.
- Stand-alone library patrons may have no more than (3) requests at any given time.
- Stand-alone library cards must be renewed every year.
- The library card must be presented at the time of renewal.
- The borrower is responsible for all materials checked out on the library card.

RELATIONSHIPS WITH SHARED LIBRARY NETWORK

- Patrons must return to their home library for card renewal.
- One 30 day extension is allowed to those who are not blocked or barred, with dated and initialed note added to the patron record.