

Policy 501

Patron Eligibility

Adopted: 12/6/2005

Approved: 11/8/2021

Revised: 7/10/2023

Anyone who lives or owns property 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 be the responsible party, and give permission for the child's library card.
- 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.

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, or letter from employer.
- Business cards must be renewed every year with current proof of employment in Auburn Hills.
- Lost or stolen cards should be reported immediately.
- The borrower is responsible for all materials checked out on the library card.

NON-RESIDENTS

- Non-residents must obtain a library card from their own home library.
- Standalone library cards are to be entered into our system as a SAS-Guest.
- Non-resident students who attend school in the AH area can obtain an E-Card.
- We do not issue temporary cards.

E-CARDS

E-Cards are good for 1 year and limit users from placing holds of checking out physical materials. E-card need to be entered into the system using Patron Code E-Card.

COLLEGE STUDENTS (includes Oakland University and Oakland Community College)

- Students 18 and older can apply for an E-card with a student ID and Driver's License or state ID showing their current home address.
- Proof of student's current enrollment must be provided.
- E-cards must be renewed every year showing proof of enrollment.
- Lost or stolen cards should be reported immediately.

PRE-K-12 STUDENTS (Only includes schools located in Auburn Hills)

- E-cards for minors are issued through the school they are currently attending.
- E-cards must be renewed every year showing proof of enrollment.
- Lost or stolen cards should be reported immediately.

SHORT TERM BUSINESS (working in Auburn Hills 1 year or less)

- Applicants 18 and older can apply for an E-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, or letter from employer.
- Short-Term Business E-Cards are good for (1) year.
- Lost or stolen cards should be reported immediately.

STANDALONE LIBRARIES (Libraries not in the TLN Shared System)

- Patrons who are from a stand-alone library will be limited to a total of (10) physical 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.

MI LIBRARY CARD

- MI Library card sticker must be attached by home library who issued the card.
- Limited to (10) physical items.
- Must be renewed every year with card present at time of renewal.

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.