



**MANISTEE COUNTY LIBRARY**  
**95 MAPLE STREET, MANISTEE MI 49660**  
**P: (231) 723-2519 F: (231) 723-7280**  
**WWW.MANISTEELIBRARY.ORG**

## **Library Card Policy**

### **Library Cards**

The Manistee County Library offers library cards at no cost to people who live in, or own property in the State of Michigan. Non-residents of the state may obtain a temporary library card for a fee.

- Library cards are non-transferable. All items borrowed are the responsibility of the individual to whom the card is issued.
- Library cards will have an expiration date in order to update accounts as needed.
- Library cards or Photo Identification must be presented to check out library materials.
- Library account holders may appoint up to two (2) "Designated Pick-Up" persons to pick up their Library Materials if they can not. These "Designated Pick-Up" persons must show ID to prove their identity and pick up the materials.

### **Residents**

A resident is defined as someone who lives in, or owns property in the State of Michigan. No fee is charged for a state resident to get a library card.

- Proof of Residency: All applicants are required to show proof of their current residency. Accepted forms of proof of residency:
  1. State Issued Photo Identification
  2. Tribal or Military ID
  3. Utility bill, bank statement, property tax statement, lease agreement, rent receipt, or some other official correspondence. This can be a paper statement or online.

### **Minor Cards**

Minors (under the age of 18) must be signed by a parent or legal guardian, who is willing to assume legal and financial responsibility for any Library materials checked out on the minors card. The minor must be present when being signed up and the minor card application must be filled out at the library. Signatures indicate an acceptance of responsibility for:

- Supervision of the minor's choice of materials;
- Return of all materials when due;
- All losses and damages to materials and equipment borrowed.

The Library will not release the minor's patron account information to anyone that is not listed on the Minor Library card application.

Minors between the ages of 9 - 18 must have a separate "Internet Access Agreement" signed in order to access the internet at the library.

When a minor turns 18 years of age, they assume responsibility for the library account bearing their name.

### **Institutional Cards**

If an agency, institution or business requests a library card for use by its residents or staff (in their institutional role), a card may be issued if the institution's head or director fills out the Institutional Card application. The institution agrees to be responsible for fees associated with lost or damaged materials. The card may be used by residents or staff at the discretion of the institution's director. The library card itself must be presented, and personal identification will not be accepted in lieu of the institutional card. Institutional cards will allow access to electronic resources.

### **Non-Resident Cards**

A non-resident is defined as a person who does not maintain a permanent residence or own property in Michigan.

- For a fee of \$25 dollars, non-residents will be given a Manistee County Library Non-Resident card. Non-Resident cards expire after four (4) months. The amount of the Non-Resident fee is subject to change by Library Board action.
- All applicants are required to show proof of their identity.
- Non-Residents will have access to electronic materials.

### **Temporary Cards**

Temporary resident cards may be issued to anyone who is temporarily living or working in Manistee County, or if they cannot provide proof of address due to their living situation. Temporary cards are subject to certain restrictions:

- Patrons may only check out three (3) items at one time.
- Patrons may not use MeLcat interlibrary services.
- Temporary cards will expire after six (6) months.

### **Restricted Cards**

An account may be temporarily switched over to "Restricted" access if the cardholder has repeatedly returned items in damaged conditions (smoke smell, dirty, pet urine, etc), or if they are currently on a payment plan. Patrons will receive a warning before their account is switched to restricted and it may be reevaluated after six (6) months in restricted status. Restricted accounts will be limited to two (2) items at a time and will not have access to certain materials, like technology items or Library of Things items.