



Library Card Eligibility Criteria

for the West Bloomfield Township Public Library

Adopted by the West Bloomfield Township Library Board of Trustees on December 12, 2005; Revised June 11, 2008; Revised September 15, 2010; Revised May 20, 2015; Revised March 23, 2016; Revised September 14, 2016; Revised March 22, 2017; Revised October 16, 2019.



MAIN LIBRARY
4600 Walnut Lake Road
(248) 232-2290
Fax: (248) 232-2291
TTD (248) 232-2292
Email: wbrref@wbllib.org
wacref@wbllib.org
Text: (248) 648-3368

WESTACRES BRANCH
7321 Commerce Road
(248) 363-4022
Fax: (248) 363-7243

ONLINE LIBRARY
Open 24 hours every day
www.westbloomfieldlibrary.org

HOURS OF SERVICE:
Monday-Thursday 9 AM – 9 PM
Friday & Saturday 9 AM – 6 PM
Sunday (Main) Noon – 8 PM
(School year)
(Summer) Noon – 5 PM
Sunday (Westacres) Noon – 5 PM
(Year round)



Card Types for Residents of West Bloomfield & Contract Communities

Patron Type	Eligibility	Verification Needed	Card Expiration Time	Online catalog holds	MeL Hold Requests (Inter-Library Loan)	Computer Access	Remote Database Access	Program & Class Online Registration	Materials Allowed	Material Renewal
West Bloomfield	Resident	Proof of home address verified with 2 forms of ID*	5 years	Yes	Yes	Yes	Yes	Yes	All	Auto renewal
Contract Community	Resident of Keego Harbor, Orchard Lake, Sylvan Lake	Proof of home address verified with 2 forms of ID*	3 years / End of Contract	Yes	Yes	Yes	Yes	Yes	All	Auto renewal
Homebound	Resident of legal service area and unable to visit the Library	Request through Outreach Librarian	3 years	Yes	Not available to deliver materials, but can be picked up at the Library	No	Yes	Yes	All Except: Adult New Feature DVDs, Book Group Kits, Discovery Tablets & Video Games	No auto renewal
Computer Use Only	Resident of West Bloomfield or Contract Communities who only wish to use the public computers	Proof of home address	5 years for residents and 3 years for Contract Communities	No	No	Yes	No	No	None	N/A

Card Types for Non-Residents

Patron Type	Eligibility	Verification Needed	Card Expiration Time	Online catalog holds	MeL Hold Requests (Inter-Library Loan)	Computer Access	Remote Database Access	Program & Class Online Registration	Materials Allowed	Material Renewal
Student	Non-resident enrolled in a K-12 public school that is eligible for Library outreach; Services are not transferable to family members	Proof of home address verified with 2 forms of ID and current enrollment*	Annual (Sept. - Aug.) Must re-apply each year	Yes	No	Yes	Yes	Yes	All Except: Hoopla & Kanopy	Auto renewal
Teacher	K-12 teacher at school in legal service area	Submit application with principal's signature Issued to individual for instruction support, not for personal use	Annual (Sept. - Aug.) Must re-apply each year	Yes	Yes	No	Not for classroom instruction Single use by teacher for preview within school building.	No	All (Limit of 50) Except: Adult New Feature DVDs; Adult Book Group Kits; Discovery Tablets & Video Games	Four time max No auto renewal
Business	Non-resident works in West Bloomfield or Contract Community, living in a non-reciprocal community Non-transferable to family members	Proof of home address verified with 2 forms of ID and current employment*	Annual	No	No	Yes (Only at the Main Library)	No	No	All Except: Book Group Kits, Discovery Tablets	Auto renewal
Reciprocal	Resident of a participating TLN library	Proof of home address verified with 2 forms of ID and home library card*	3 years	No	No	Yes (Only at the Main Library)	No	No	All Except: Book Group Kits, Discovery Tablets	Auto renewal
MI Library Card	Resident of community participating in MLibraryCard program	Proof of home address and home library card with MLibraryCard sticker or logo on it	3 years	No	No	Yes (Only at the Main Library)	No	No	Books Only	No auto renewal

Temporary Card Types

Patron Type	Eligibility	Verification Needed	Card Expiration Time	Online catalog holds	MeL Hold Requests (Inter-Library Loan)	Computer Access	Remote Database Access	Program & Class Online Registration	Materials Allowed	Material Renewal
Computer Only (Temporary)	Non-resident at the Main Library, who wants to use the computer	Proof of home address	30 days Must convert to permanent patron type	No	No	Yes (Only at the Main Library)	No	No	None	N/A
Temporary 3-Item Limit	Must be eligible for West Bloomfield, Contract, or Business card but does not have a second form of ID	Proof of home address	30 days Must convert to permanent patron type	No	No	Yes for WB and Contract; Business only at Main	No	No	Books Only	Unlimited until card expires No auto renewal

*Two forms of verification are required. A driver's license, Michigan identification card or student picture identification is preferred as one of the two forms. A tax receipt, voter registration card, property deed, utility bill or mortgage/lease agreement may also be accepted. Library staff may also check the Township tax records database as a means of verification.