

Library Cards--Issued Based on Residency--Attachment D

Patron Type	Eligibility	Card Registration	Card Renewal	Holds/ILL	Computer Access	Remote Database Access	Program & Class Online Registration	Materials Allowed	Loan Period	Material Renewal
(0) West Bloomfield	Resident	Proof of home address verified with ID.	5 years	Yes	Yes	Yes	Yes	All	Standard 21 Days; 7 Days and 1 Day	Unlimited
(1) Temporary 3-Item Limit [1 month]	Must be eligible for West Bloomfield or Contract	Home address is West Bloomfield or Contract community but does not have proper 2nd verification.	<b>None</b> Must convert to permanent patron type	No	Yes for WB and Contract. Business only at Main	No	No	Books & Study Rooms Only	Standard 21 Days; 7 Days and 1 Day	Unlimited until card expires. No: Auto Renewals
(2-4) Contract	Resident of contract community	Proof of home address verified with ID.	3 Years / End of Contract	Yes	Yes	Yes	Yes	All	Standard 21 Days; 7 Days and 1 Day	Unlimited
(5) Reciprocal	Resident of TLN community participating in reciprocal borrowing. Not all TLN libraries participate.	Proof of home address verified with ID and home library card.	3 Years	No	Yes (Only at the Main Library)	No	No	All <b>Except:</b> Experience Kits, Hot Spots & Study Rooms	Standard 21 Days; 7 Days and 1 Day	Unlimited
(6) Class Visit Card - Temporary 1-Item Limit [1 month]	Student of school in service area participating in class visit.	Teacher requests through Adult or Youth Department. Issued to student for class visit use only.	<b>None</b> Must convert to permanent patron type	No	No	No	No	Books Only	Standard 21 Days	Unlimited until card expires. No: Auto Renewals
(7) Business	Non-resident: Business owners (not an employee of an organization) are eligible for a resident card. Non-transferable to family members.	Proof of home address verified with business address.	Annual	No	Yes (Only at the Main Library)	No	No	All <b>Except:</b> Book Group Kits, Discovery Tablets, Experience Kits, Hot Spots & Study Rooms	Standard 21 Days; 7 Days and 1 Day	Unlimited

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(9) Outreach	Extended care, nursing or senior care facility in library service area	Request through Outreach staff. Issued to facility; designated contact person listed on record.	Annual	Yes	No	No	No	All <b>Except:</b> Discovery Tablets, Video Games, Hot Spots & Study Rooms	28 Days/4 weeks; 2 Days	One -- 4-week ; one-- 2 day renewal of New Adult Feature DVDs ; and No Auto Renewals
(11) Homebound	Resident of legal service area and unable to visit library.	Request through Outreach staff. Designated contact person listed on record.	3 Years	Yes	No	Yes	Yes	All	28 Days/4 weeks	One -- 4-week ; and No Auto Renewals
(12) Student	Non-resident; K-12 student enrolled in a public school eligible for outreach visits. Non-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 - Holds / No - ILL	Yes	Yes	Yes <b>Except:</b> Hoopla & Kanopy	All	Standard 21 Days; 7 Days and 1 Day	Unlimited
(14) MLibraryCard	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	Yes (Only at the Main Library)	No	No	Books Only	Standard 21 Days	Unlimited No: Auto Renewals
(16) Teacher	K-12 Teacher of 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	No	Not for classroom instruction ; Single use by teacher for preview within school building.	No	All (Limit of 50) <b>Except:</b> Adult Book Group Kits; Experience Kits, Study Rooms, Discovery Tablets, Hot Spots & Video Games	Standard 21 Days & 7 Days	Four time max No: Auto Renewals
(18) Computer Only (Temporary)	Non-resident at the Main Library	Proof of home address.	<b>None</b> Must convert to permanent patron type	No	Yes (Only at the Main Library)	No	No	None	N/A	N/A

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(103) Computer Use Only	Resident of West Bloomfield or Contract Communities	Proof of home address	5 Years for residents and 3 years for contract communities	No	Yes	No	No	None	N/A	N/A
Adopted by the West Bloomfield Township Public 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; Revised March 16, 2022; Revised February 8, 2023										