

Circulation Policy No. 1

Subject: LIBRARY CARD—ELIGIBILITY AND TYPE

Adopted by Board July 14, 1993

Revised: June 8, 2005; May 18, 2009; September 15, 2010; September 14, 2016; March 17, 2021; February 8, 2023; July 8, 2026

Statement of Purpose

In order to provide wide access to library materials through maximum use of the collection in a uniform manner, the West Bloomfield Township Public Library Board will set policies for length of loan period, renewals, reserves, fees and limits. The library will determine who is eligible to borrow materials and will provide for the return and replacement of such materials.

Library Card--Eligibility and Type

General card: The West Bloomfield Township Public Library issues a library card to any resident or property owner of West Bloomfield Township upon proof of current residency or property ownership. Employees of West Bloomfield Township, West Bloomfield Parks and Recreation, West Bloomfield Fire Department, and West Bloomfield Police Department are also eligible for a general card upon proof of employment. Library cards must be renewed every five years on the cardholder's birth date. The renewal process serves as a periodic check for accurate residency information.

Contract card: A library card will be issued to any resident of a community that contracts with the West Bloomfield Township Public Library for library service upon proof of current residency within the contract community. Contract library cards must be renewed every three years on the contract renewal date. If a contract community chooses not to continue a contract, all cards for that community will be cancelled immediately after the contract expiration date.

Business card: A library card will be issued to an individual who is an owner of a business located in West Bloomfield Township. A business library card must be renewed on an annual basis. A business card is non-transferable, including to members of the cardholder's family.

Homebound card: Any resident of the legal service area of the West Bloomfield Township Public Library who is unable to come to the Library because of limited mobility, illness or disability, either temporary or long term, is eligible for a homebound library card. Homebound library cards must be renewed every three years on the cardholder's birth date. Homebound cardholders are subject to all the rules outlined in the Homebound Loan Policy.

Outreach card: Any extended care, nursing home, and senior citizen housing facility in West Bloomfield Township is eligible for an outreach card. Outreach library cards are renewable on an annual basis. Outreach cardholders are subject to all the rules outlined in the Outreach Loan Policy.

Student card: Any preschool-grade 12 student enrolled in a school eligible to receive Library outreach visits who is not a resident of West Bloomfield or the Library's contract communities is eligible for a student card. Students must provide proof of current residency and proof of current enrollment in an eligible school. The card is good from September 1 through August 31 and must be renewed each year. Student cardholders are subject to all the rules outlined in the Library Card Chart (Attachment D). A student card is non-transferable, including to members of the cardholder's family.

Teacher card: Any preschool - grade 12 teacher in a school located in the legal service area (or has a high percentage of West Bloomfield residents enrolled) is eligible for a teacher loan card. A teacher must submit proof of identification, proof of employment, and an application for the card. The card is good from September 1 through August 31 and must be renewed each year. Teacher cardholders are subject to all the rules outlined in the Teacher Loan Policy.

3-Item Limit (Temporary): A library card will be issued to an individual who is eligible for a West Bloomfield Township Library card but whose ID has not been updated to show the current address and does not have a secondary form of address verification. The individual must provide one form of identification to check out three books at a time and has no additional borrowing or card privileges. The temporary card is valid for up to 30 days and then must be converted to a permanent patron card.