

Circulation Policy No. 2

Subject: REGISTRATION, RENEWAL AND REPLACEMENT OF CARDS

Adopted by Board July 14, 1993

**Revised July 1, 1999; August 8, 2001; February 9, 2005; September 15, 2010;
May 20, 2015; February 8, 2023; July 8, 2026**

Registration, Renewal, and Replacement of Library Cards

Registration: Required registration information, as applicable, includes: name, address, business address, telephone number, business telephone number, email address, and birth date. Consent from a parent or legal guardian assuming financial responsibility is required for a minor.

Proof of Residency: A government-issued photo ID such as a driver's license, or Michigan identification card, or passport is required to obtain a library card. If the identification does not reflect the patron's current address, a second form of identification documenting their current address is required. Acceptable forms of address verification include: a tax receipt, voter registration card, property deed, utility bill or mortgage/lease agreement may also be accepted. Provided documents can be physical or digital. Library staff may also check the Township tax records database as a means of address verification for West Bloomfield residents.

Renewal: Proof of current residency as described above will be required at the time of renewal of an expired library card. Library cards will not be renewed for patrons or institutions with outstanding fees, or bills. A patron or institution must clear the account in full before the card will be renewed.

Lost, Damaged or Stolen Cards: Proof of current residency as described above is required at the time a replacement card is issued. It is the cardholder's responsibility to report a lost or stolen card in order to prevent unauthorized use.