

## **Policy Manual**

### **PUBLIC POLICIES**

#### **Policy P1: Library Card Issuance**

The persons listed in this policy are eligible for the issuance of a Novi Public Library card. Only individuals are eligible for the issuance of a library card.

#### **Residents of Novi and Novi Business Owners:**

Residents of Novi and owners of businesses that are located in Novi are eligible for library cards. The applicant must present a picture ID and proof of Novi residency and/or business ownership. Novi resident proof of residency includes a valid driver's license with a current Novi address, current tax receipts, current lease agreement, electric or gas bill. Proof of Novi Business Owner includes incorporation papers that have owner and business name or a current tax bill in owner and business name and addresses. Library cards must be renewed annually. All fines and fees must be paid in full prior to renewal.

#### Children under the age of 18 who are residents of Novi:

Children under the age of 18 who are residents of Novi are eligible for library cards. They must apply at the Library while accompanied by a parent or guardian with a picture ID and proof of residency within Novi. To obtain a card for the child, for which they'll be responsible, the parent or guardians library account must be in good standing with the Library (ie: all fines and fees are paid in full). Guardians will be required to present a copy of a current letter of authority or order appointing them as guardian. The parent or guardian must co-sign for the library card and they will be responsible for all debts/obligations/fines incurred by their child and for the return (or loss) of materials borrowed by their child. Under the Novi Code of Ordinances, Section 19-5(d), the parent or guardian of a minor who has borrowed property from the library shall be deemed to be the person to whom the property was lent. Both parents may (but shall not be required to) co-sign for the minor.

#### Non-Residents who work in Novi:

Non-residents who work in Novi are eligible to obtain a library card. Proof of employment in Novi and a picture ID are required. Acceptable proof of employment is one of the following: current paycheck stub, dated within 2 weeks or letter of employment, dated within 4 weeks, on company letterhead and signed by HR Department or Company Representative. Proof of continued employment will be required at each renewal.

# Those who live in a different city, but would like to borrow materials from the Novi Library:

Nonresidents who have a library card from a library that is a member of the TLN network or with whom the Novi Public Library has a reciprocity agreement can use their home library card at the Novi Public Library.

Non-residents whose home libraries are not part of the TLN network may purchase a Novi Public Library card for an annual fee as stated in the Schedule of Loans, Fines and Fees.

#### General:

The library card of any patron may be disabled and access to the Library may be denied for failure to adhere to polices contained in this Policy Manual. The Library Director has the authority to make card revocation and restoration decisions. A library card must be presented at checkout (enforcement effective September 1, 2013).

Approved: October 1, 2008; Amended: May 1, 2010; Amended: August 15, 2012; Amended: January 16, 2013

Signed:

Mad a Strong

Mark A. Sturing President

Novi Public Library Board of Trustees