



# Policy Manual

## PUBLIC

### P1: Library Card Issuance/Renewal

The persons listed in this policy are eligible for the issuance of a Novi Public 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 card. The applicant must present a valid picture ID and proof of Novi residency and/or business ownership. Novi resident proof of residency includes a valid driver's license or a current (dated within last three months) piece of mail showing the resident's name with a current Novi address or address that pays Novi taxes. All documentation must show resident's name to be used as proof of residency. If resident cannot produce a valid piece of mail as proof of residency, the Library will mail a verification postcard to the resident's Novi address, which can be returned in person to the Library as proof of residency. 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.

#### **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. All documentation must show the parent or legal guardian's name, if applying for a minor, to be used as proof of residency. 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 (i.e. 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.

#### **Novi Resident Sponsor Card**

Residents of Novi who are affected by special circumstances (i.e. temporarily or permanently homebound, exchange student or temporary resident residing in a host household of a Novi resident, etc.) may be eligible for library cards when an approved sponsor will be added to their account. The sponsor must be a Novi resident with a picture ID and proof of residency within Novi. The sponsor can apply at the Library for the sponsored resident's library card by presenting the sponsored resident's valid picture ID and proof of Novi residency. To obtain a card for the sponsored resident, for which they'll be responsible, the sponsor library account must be in good standing with the Library (i.e. all fines and fees are paid in full). The sponsor must co-sign for the library card and they will be held responsible for all debts/obligations/fines incurred by the sponsored and for the return (or loss) of materials borrowed by the sponsored. Under the Novi Code of Ordinances, Section 19-5(d), the sponsor who has borrowed property from the Library shall be deemed to be the person to whom the property was lent.

**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:**

Non-residents 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, but with limited access.

Non-residents who have a library card from a library that is a member of the TLN network may choose to relinquish their home library card and purchase a Novi Public Library card for an annual fee instead, as stated in the Schedule of Loans, Fines, and Fees, with full access to library resources.

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.

**Family Card:**

Due to regulations with The Library Network (TLN), consortium under which Novi Library provides public catalog and patron record services, there is no option for a family card. A library card must be obtained by an individual.

**Library Card Renewal:**

Library cards must be renewed annually with valid picture ID and proof of Novi residency and/or business ownership. All fines and fees must be paid in full prior to renewal.

**General:**

The library card of any patron may be disabled and access to the Library may be denied for failure to adhere to policies 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; August 15, 2012; January 16, 2013; June 22, 2017; June 28, 2018

Signed:



Tara Michener  
President  
Novi Public Library Board of Trustees