

Library Card Policy

Library cards are issued in order to identify eligible users and to determine the level of access to services and resources.

Definitions

Definition of a Resident

1. A resident of the PWPL service area must prove legal residency in the City of Marquette or one of the following townships; Chocolay, Ewing, Marquette, Sands, Skandia, Turin, Wells, or West Branch.
2. Or is the legal owner of real or personal property in the city of Marquette or one of the following townships; Chocolay, Ewing, Marquette, Sands, Skandia, Turin, Wells, or West Branch.
3. Or is currently a legal resident of on-campus housing at Northern Michigan University.

Definition of a Non-Resident

1. A person who does not legally qualify for residency under any of the above definitions shall be considered a non-resident and may apply for an annual card for a fee.

Definition of an Institution

1. An institution is an agency, business, church, day care, school or other type of legally recognized organization.

Definition of Library Staff

Library staff is defined as those persons currently employed by the Peter White Public Library.

General Guidelines for all Library Card Types

1. All patrons who borrow materials must be registered to borrow materials.
2. A PWPL card can only be used by the patron (or designee) to whom the card was issued. Family members may pick up holds for patrons not able to come to the library.
3. PWPL cards are not transferable. Each patron may only have one library card.
4. PWPL patrons are responsible for all materials borrowed on their card and agree to abide by library lending rules, policies, and regulations.
5. All patrons will be charged a \$2.00 fee to replace a lost, damaged, or stolen library card.
6. Patrons must report lost or stolen PWPL cards to the library immediately. The PWPL is not responsible for fraudulent use of a PWPL card if the card is not reported lost or stolen to the PWPL staff.
7. The PWPL staff reserves the right to require any patron to verify his/her identity upon request of the PWPL staff.
8. The Peter White Public Library has contracted with a collection agency to assist in recovering non-returned library materials and unpaid fines. All unresolved library card accounts over \$35.00 will be turned over to Unique Management Services, Inc. and an additional charge of \$15.00 will be added to the balance.

Requirements for Resident Library Card Registration

1. All applicants must fulfill one of the definitions of a resident listed on the previous page.
2. All applicants must present legal proof of identification and legal proof of legal address in the PWPL Service Area (see Definition of a Resident).
 - a. Examples would include one of the following:
 - i. A valid Michigan Driver's License with Current Address
 - ii. A valid Michigan ID with Current Address from the Michigan Secretary of State
 - b. Or one item from each of the following columns:

Proof of Identity	And	Proof of Address
United States Driver's License Any US State ID NMU ID Card United States Passport	AND	Rental Agreement Utility Bill Checkbook Forwarded Mail Major Credit Card Bill Current Property Tax Bill or Deed Listing in Current City Directory Listing in NMU Directory

3. All applicants must fully complete and sign in ink the PWPL registration card.
4. With the exception of an emancipated minor, a parent or legal guardian with proof of identity and legal address must sign the PWPL registration form of any applicant under 18 years of age in the presence of a PWPL staff member. If this parent has a library card account, the parent's account must be in good standing, free of fines and fees before a minor's card is issued.
5. A post office box number may be used for mailing purposes, but a legal residence address must also be given on the PWPL registration form.
6. A patron who qualifies for a resident library card due to real or personal property ownership must also present valid legal proof of real or personal property ownership on an annual basis.
7. Resident PWPL Cards are valid for a period of 2 years.
 - a. Upon renewal or expiration of a PWPL card, the patron is required to pay all due and accumulated library fines and fees of \$25.00 or more.
 - b. Library cards will not be renewed or reissued until all due and accumulated fines and fees of \$25.00 or more are paid in full.
8. NMU residency- PWPL Cards will be set to expire prior to the fall semester, and prior to the winter semester.
 - a. Upon renewal or expiration of a PWPL card, the patron is required to pay all due and accumulated library fines and fees of \$25.00 or more.
 - b. Library cards will not be renewed or reissued until all due and accumulated fines and fees of \$25.00 or more are paid in full.

Requirements for Non-Resident Library Card Registration

1. All applicants for a PWPL non-resident card must present legal proof of identification and legal proof of legal address. Examples of legal proof of identification and legal address
 - a. Examples would include one of the following:
 - i. A valid Michigan Driver's License with Current Address
 - ii. A valid Michigan ID with Current Address from the Michigan Secretary of State
 - b. Or one item from each of the following columns:

Proof of Identity	And	Proof of Address
Driver's License from another state State ID from another state NMU ID Card United States Passport	AND	Rental Agreement Utility Bill Checkbook Forwarded Mail Major Credit Card Bill Current Property Tax Bill or Deed Listing in Current City Directory

1. All applicants must fully complete and sign in ink the PWPL registration card.
2. With the exception of an emancipated minor, a parent or legal guardian with proof of identity and legal address must sign the PWPL registration form of any applicant under 18 years of age in the presence of a PWPL staff member. If this parent has a library card account, the parent's account must be in good standing, free of fines and fees before a minor's card is issued.
3. A post office box number may be used for mailing purposes, but a legal residence address must also be given on the PWPL registration form.
4. All non-resident applicants must pay a non-refundable fee to purchase an annual PWPL card.
5. Non-resident PWPL card fees are not tax deductible.
6. PWPL cards are **NOT** transferable. An individual non-resident PWPL card can only be used by the patron to whom the card was issued.
7. A family non-resident PWPL card will be issued to all members of the applicant's family who can prove legal residence at the same legal address of the applicant. These family members must be listed at the time of application. Family members may be added only when the card is renewed.
8. Family non-resident PWPL cards will be issued to all listed family members at no additional charge upon completion of a PWPL registration form. Family non-resident PWPL cards can only be used by the patron to whom the card was issued.
9. Fees may be changed by action of the Library Director and Board, and are non-refundable. Non-resident cards may be purchased for an individual, or a family. Cards may be purchased for three (3) months, six (6) months, or one (1) year. The schedule of fees is defined below.

Type of Card	Individual	Family
3 months	\$35.00	\$50.00
6 months	\$65.00	\$95.00
1 year	\$120.00	\$180.00

Basic Access Library Card Registration

1. Residents of local group homes, shelters, treatment facilities, etc. may register for a Peter White Public Library Basic Access Card. The Basic Access Card allows the resident to use public access computers/Internet at the Library, and to borrow Library materials. Only two (2) items may be checked out to a Basic Access Card at any given time. In order to receive a Basic Access Card, the patron must be 18 years of age.
2. Local facilities have been contacted, and those in charge of those facilities have been given the choice to opt into the program. Residents of these facilities are welcome to register for a Basic Access Card at the Peter White Public Library.
3. In order to register, a resident must bring the verification of residence form printed on the facility's letterhead, and signed by an authorized staff member of the facility to the Library. The resident should also bring a valid piece of identification (school ID card or driver's license) if one is available. Alternatively, facilities may issue informal ID to their guests that may be used as verification of residency. Official ID will not be required if the facility has issued the patron an informal ID. The Basic Access Card will be valid for six months. Replacement of a lost Basic Access Card will be \$2.00.
4. The resident is responsible for following all Peter White Public Library policies and equipment use rules. The Basic Access Card is not transferable and cardholders should not loan their card to others. Failure to comply with these policies and rules may result in immediate revocation of the Basic Access Card.
5. A resident who has a record of overdue fines, fees, or lost/damaged items at the Peter White Public Library will not be issued a Basic Access Card until the overdue fines, fees and lost/damaged items are paid in full.

Basic Access Library Card Registration – NMU Students

1. Non-resident students of Northern Michigan University may register for a Peter White Public Library Basic Access Card. The Basic Access Card allows the resident to use public access computers/Internet at the Library, utilize study rooms, use e-resources, and borrow materials. Only two (2) items may be checked out to a Basic Access Card at any given time. In order to receive a Basic Access Card, the patron must be 18 years of age.
2. In order to register, a non-resident student must bring the verification of residence (lease agreement, utility bill, or piece of mail) and a valid NMU ID. The resident should also bring a valid piece of identification (driver's license or state ID) if one is available. The Basic Access Card will be valid for six months. Replacement of a lost Basic Access Card will be \$2.00.
3. The non-resident student is responsible for following all Peter White Public Library policies and equipment use rules. The Basic Access Card is not transferable and cardholders should not loan their card to others. Failure to comply with these policies and rules may result in immediate revocation of the Basic Access Card.

4. A non-resident student who has a record of overdue fines, fees, or lost/damaged items at the Peter White Public Library will not be issued a Basic Access Card until the overdue fines, fees and lost/damaged items are paid in full.

Institutional Library Card Registration

1. An institutional library card will be available to an agency, business, church, day care, school or other type of legally recognized organization.
2. The cost for an Institutional Library Card will be \$150.00 per year.
3. An Institutional Library Card will be valid for a period of one year from the date of application of the card.
4. An application for an Institutional Library Card must be completed and returned to the Peter White Public Library with the \$150.00 fee.
5. Replacement fees for lost or damaged Institutional Library Cards will be \$25.00 for each card.
6. All applications for an Institutional Library Card must be signed by the legally identified officer of the institution (Chief Executive Officer, Board President, etc.).
7. The card will be issued jointly in the name of the institution and the individual(s) designated to receive cards. The individual(s) receiving the card must provide proof of identity before the card(s) will be issued. Institutional cards are for the institutional use and not the personal use of any institution employee.
8. All institutions with an Institutional Library Card will be responsible for all overdue fines, library service fees, damage fees or replacement fees for all items charged to the Institutional Library Card. These fines and fees must be paid within three (3) months of notification to the agency that fines or fees are outstanding against the Institutional Library Card.
9. Institutional Library Card Holders will be subject to the same library rules, regulations and policies as other library card holders.
10. Abuse of Institutional Library Card privileges or failure to pay fines and/or fees may result in the loss of the Institutional Library Card privileges.
11. The Library Director of the Peter White Public Library will notify the legally identified official of the institution by writing in case of abuse or failure to pay fines and/or fees.
12. Institutional Library Cards are valid for a period of one year.

Library Staff Library Card Registration

1. Library staff are to complete the registration process outlined in the Requirements for Resident Library Card Registration.
2. Family members who have the same legal address as the employee may also be considered library staff for the purpose of library borrowing privileges. Library staff privileges may be denied or withdrawn at any time at the discretion of the Library Director or Circulation Services Librarian.
3. Peter White Public Library retirees can maintain staff privileges at the discretion of the Library Director or Circulation Services Librarian.
4. All materials borrowed by staff members must be charged out.

5. Staff members must pay for all fees for lost and damaged materials charged to their PWPL card.

Suspension of Borrowing Privileges

Peter White Public Library borrowing privileges will be suspended for the following reasons:

1. When a patron received a bill for materials that have not been returned
2. When a patron has \$25.00 or more in due or accumulated fines or fees
3. When a patron's card has expired and the patron has overdue materials
4. When a patron has a bankruptcy case pending and has bills at the library

Peter White Public Library Board of Trustees

Approved: May 18, 2021

Updated: 10/19/2021, 3/15/2022