

Library Card Policy

Peter White Public Library (PWPL) cards are issued in order to identify eligible users and to determine the level of access to services and resources.

Full-Service Library Card Types

Resident Cards: Anyone who lives in, 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, qualifies for a Resident Card. NMU students living in on-campus housing at Northern Michigan University are considered residents of the City of Marquette.

Non-Resident Cards: A person who does not legally qualify for residency under any of the above definitions is considered a non-resident and may apply for a card for a fee.

Institutional Cards: An agency, business, church, day care, school, or other type of legally recognized organization may apply for a card for a fee.

Library Staff Cards: People currently employed by PWPL qualify for Staff Cards.

Partial Service Library Card Types

Basic Access Cards: Residents/clients of local group homes, shelters, or treatment facilities may apply for Basic Access Cards.

NMU Student Basic Access Cards: A non-resident student currently enrolled at Northern Michigan University may apply for a NMU Basic Access Card.

MAPS Student Digital-Only Card: Students of Bothwell Middle School who submit a parent/guardian permission slip will be assigned a Digital-Only Card.

Educator Outreach Cards: Educators within the Marquette Area Public Schools may apply for Educator Outreach Cards.

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 active 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. A Schedule of Fees related to library accounts (non-resident fees, lost card fees, etc.) will be set annually by the PWPL Board of Trustees and are available online or by request.
6. Patrons must report lost or stolen PWPL cards to the library immediately. PWPL is not responsible for fraudulent use of a PWPL card if the card is not reported lost or stolen to PWPL staff.
7. All patrons will be charged a fee to replace a lost, damaged, or stolen library card.

8. Cards will be renewed or reissued when the account is in good standing. An account is in good standing when there is less than \$25 in fines and/or fees on the account.
9. PWPL staff reserves the right to require any patron to verify his/her identity upon request.
10. PWPL 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 referral fee will be added to the balance.

Requirements for Full-Service Library Card Registration

1. All applicants must present legal proof of identification and legal proof of address. Examples would include one of the following:
 - Valid Michigan Driver’s License with Current Address
 - Valid Michigan ID with Current Address

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 PWPL Postcard

2. All applicants must fully complete and sign in ink the PWPL registration card.
3. 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. The parent/legal guardian must have a library account in good standing before a minor’s card is issued. The parent/legal guardian is responsible for the use of the minor’s card including fines, damage, or lost item charges.
 - a. If a minor cannot be present when applying for a new card, the parent/legal guardian is required to provide the minor’s birth certificate, photo ID, or Social Security Card.
4. 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.
5. 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.
6. Resident Cards: Resident cards are valid for a period of 2 years. Patrons are required to confirm contact information every 2 years before the account can be renewed.
7. Non-Resident Cards: A person who does not legally qualify for residency is considered a non-resident and may apply for a card for a non-refundable fee.

- a. 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.
 - b. A Family Non-Resident Card will be issued to all members of the applicant's family who reside at the same legal address as the applicant. These family members must be listed at the time of application or when the card is renewed. There is no additional charge for adding family members to a family account.
8. Institutional Cards: An Institutional Card will be available to an agency, business, church, day care, school, or other type of legally recognized organization for a fee. Institutional Cards are valid for one year.
- a. The CEO/Director/Owner must give permission in writing authorizing users for the account. The CEO/Director/Owner is responsible for updating authorized users before the account can be renewed.
 - b. Institutional Cards are for institutional use and not the personal use of any institution employee. Card holders are subject to the same library rules, regulations, and policies as other library card holders.
 - c. Institutions will be responsible for all overdue fines, library service fees, damage fees or replacement fees for all items charged to the account. 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.
9. Staff: People currently employed by PWPL qualify for Staff Cards.
- a. 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 Department Head.
 - b. PWPL retirees can maintain staff privileges at the discretion of the Library Director or Circulation Department Head.
 - c. All materials borrowed by staff members must be checked out to their account.
 - d. Staff members must pay for all fees for lost and damaged materials charged to their PWPL card.

Requirements for Partial Service Library Card Registration

1. Basic Access Cards: Residents of local group homes, shelters, treatment facilities, etc. may register for a PWPL Basic Access Card. Basic Access Cards are valid for six months.
 - a. Basic Access Cards allow the user up to two checkouts at a time, one of which can be an interlibrary loan item. It also provides access to public computers and e-resources.
 - b. With the exception of children in foster care facilities, patrons must be 18 years of age to sign up for a Basic Access Card.
 - c. In order to register, a resident must provide either a letter of verification of residence printed on the facility's letterhead, or the PWPL Basic Access Application form, signed by an authorized staff member of the facility.

- d. The resident should also bring a valid piece of identification (school ID card or driver's license) if one is available.
2. NMU Student Basic Access Cards: Non-resident students of Northern Michigan University may register for a PWPL NMU Student Basic Access Card. The card will be valid for six months.
 - a. NMU Student Basic Access Cards allow the user up to two checkouts at a time, one of which can be an interlibrary loan item. It also provides access to public computers, study rooms, and e-resources.
 - b. In order to receive a Basic Access Card, the patron must be 18 years of age.
 - c. Students must provide valid photo identification, a valid NMU ID and verification of residence (lease agreement, utility bill, piece of mail).
 3. MAPS Student Digital-Only Cards provide access to electronic materials. Parents must sign a permission slip to opt the student into this program. The card will be valid for one academic school year.
 4. Educator Outreach Cards are available to any K-12 educator currently employed as a K-12 teacher at a school located in the PWPL service area. Educator Cards are valid for one academic school year.
 - a. The educator must provide valid photo identification and proof of current employment in a K-12 school in the PWPL service area. Employment verification is required for Educator Cards to be renewed.
 - b. Up to 25 items can be checked out for up to one month, to be used solely in the classroom. The card is not eligible to borrow interlibrary loan items or access digital resources.
 - c. Educator Outreach Cards are separate from a teacher's personal library card. Educators are personally responsible for any fees or lost items incurred on the account. The status of a teacher's personal library card is independent of the status of an Educator Outreach Card.
 - d. Homeschooling families do not qualify for a K-12 Educator Outreach Card.

Suspension of Borrowing Privileges

PWPL borrowing privileges will be suspended for the following reasons:

1. When a patron has \$25.00 or more in fines and/or fees.
2. When a patron's card has expired.
3. When a patron has a bankruptcy case pending and has bills at the library.

Peter White Public Library Board of Trustees
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