

LIBRARY REGISTRATION POLICY

Effective: June 1, 2023.

Supersedes: Card Registration Policy; Card Renewals Policy, March 30, 2015; Non-Resident Registration Policy, April 1, 2011.

PURPOSE:

Library card registration identifies eligible users and determines the level of services and resources available to an individual.

RULES & REGULATIONS:

1. Madison Heights Public Library cards are issued without discrimination to Madison Heights residents and to residents of communities that contract with Madison Heights for library services. Cards are issued to individuals and are non-transferable.
2. Minors need proof of a parent or guardian's consent on their library card application, including identification and proof of eligibility by the parent on the minor's behalf. Minors must renew their cards upon turning 18 years of age to assume legal responsibility for items checked out.
3. Card holders are responsible for all materials borrowed using their card and agree to abide by library lending rules and all policies and regulations.
4. A variety of memberships are offered based on eligibility and legal service area. Library privileges are available as follows:

General, Access, and Staff: borrow materials, place holds, borrow from The Library Network (TLN) Shared Automation System (SAS), MelCat, and MiLibrary Card libraries, access online collections.

Guest: borrow materials, place holds, borrow from other TLN SAS libraries.

Temporary: borrow up to three print items.

Non-resident: borrow materials, place holds.

MiLibrary: borrow materials.

5. Eligibility for membership is as follows:

General: Individuals who live or own property in Madison Heights, Michigan; Students who attend school in Madison Heights, but do not live in Madison Heights. Individuals who work in Madison Heights, Michigan.

Access: Individuals who live in Madison Heights, Michigan, and are homebound due to a disability.

Staff: Employees of City of Madison Heights, Library Department.

Guest: Individuals who have a library card from a library that is a member of TLN but is not part of TLN SAS.

Temporary: Individuals who live in a TLN member library's service area but do not yet have a card from their local library; Individuals who live in Madison Heights but do not yet have proof of residency.

Nonresident: Individuals who purchase a card at the rate listed on the current Fee Schedule for the City of Madison Heights.

MiLibrary: Individuals who provide their valid library card marked with the MiLibrary logo.

6. Applicants must present valid identification and proof of eligibility to obtain a library card.

Acceptable forms of identification include:

- State of Michigan Driver's License
- State of Michigan ID card
- Passport or passport card.
- Department of Defense Identification Card.

Acceptable forms of proof of eligibility include:

- State of Michigan Driver's License or State of Michigan ID with a residential Madison Heights address. Post office box addresses are not acceptable.
- School photo ID for current school year.
- Tax statement or receipt for the current year.
- Utility bill not older than three months that lists the applicant's name.
- Receipt of mail from Madison Heights Public Library to a USPS address in Madison Heights.

7. To renew a card, individuals must provide the same type of documentation used to apply for new cards. Renewal periods:

General, access, and staff: three years.

Guest, nonresident, and MiLibrary: one year.

Temporary: not eligible for renewal after 30-day expiration.

8. Fees are charged for replacement cards according to current fee schedule. Lost or stolen cards should be reported immediately to prevent unauthorized use. The card holder is responsible for any unauthorized use of card prior to reporting.