

# Coopersville Area District Library Patron Registration Policy

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As a member of the Lakeland Library Cooperative, the Coopersville Area District Library will adhere to the cooperative's "Patron Registration Policy" as stated below.

## Lakeland's Patron Registration Policy

(Adopted by the Cooperative Board 5/12/05.)

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### ***CIRC 2.1 Standard Registration Policy***

The Cooperative has established a set of minimum requirements necessary for a patron to be issued a library card. Cooperative members will also follow the most current standards for registering patrons. For the purpose of registration, post office boxes will not be accepted as current, local street address.

### ***CIRC 2.2 Minimum Requirements for Registering All Adult Patrons***

#### **CIRC 2.2.1. Address and Identification Requirements**

To register, a patron shall present a current, valid Michigan Driver's License, Michigan Identification Card, or Resident Alien Card documenting identity and current street address.

#### **CIRC 2.2.2. Exception 1**

If the patron cannot meet the requirement in CIRC 2.2.1, a credible photographic identification must be used to establish the person's correct, current name. Credible photographic identification means identification issued by an institution that will have made a determined effort to be sure that the person pictured and named on the identification is the person they claim to be. Examples of acceptable photographic identification are employment IDs, school IDs, and out-of-state driver's licenses and passports. IN ADDITION to a credible photographic identification, the person registering must provide one of the following to corroborate the name and establish the current street address:

- 1) Voter registration card;
- 2) Recent utility bill;
- 3) Hospitalization, insurance card, or automobile registration;
- 4) Printed check;
- 5) Recent local property tax bill

(NOTE: Under Exception 1, a person must provide TWO specific documents. One is a photographic identification of the kind specified and the other is one of the specified documents used to establish the current street address of THAT person).

### **CIRC 2.2.3. Exception 2**

By local option, the library may use one of the photographic identifications listed in Exception 1 to verify identity, AND mail the library card, return service requested, to the patron to verify the actual local street address. The library shall limit circulation to its own materials under this provision until the patron presents the valid card at an LLC member library. Under this exception, the registering library must place a message on the patron's account – including the date that the card was mailed – and upon presentation of the card at an LLC member library, that library shall remove the message. A block shall be placed on the patron account if the mailed card is returned to the registering library.

## ***CIRC 2.3 Registration of Juveniles***

### **CIRC 2.3.1. Juveniles with a parent or guardian present**

Patrons under the age of 18 may be issued library cards provided a parent or legal guardian co-signer is present at the library and willing to accept financial and supervisory responsibility for the card's use. The co-signer must meet the registration requirements in CIRC 2.2.1 or CIRC 2.2.2 regarding identity and current street address verification. If the co-signer does not reside at the same street address as the patron being registered, the co-signer's street address shall be entered in the alternative address field of the patron record.

### **CIRC 2.3.2. Exception**

By local option, a library may issue a library card to a juvenile provided a parent or legal guardian's signature and identification number is obtained. A library registering a juvenile in this way **MUST** include this note, "Co-signer's ID not confirmed," with the date, library code and the initials or name of the staff member entering the registration.

(NOTE: Six months from the implementation of this CIRC 2.3.2 Exception, the PPS committee will review this provision of the Patron Registration Policy. Based upon statistical findings of the Cooperative, libraries utilizing this exception may then be held financially liable for other library's lost or damaged materials checked out to these patrons.)

## ***CIRC 2.4 Registration of Adults with Court-Appointed Guardians***

Patrons who are adults with court-appointed guardians may be issued library cards provided that the legal guardian co-signer is present in the library and willing to accept financial responsibility for the card's use. The co-signer must meet the registration requirements in CIRC 2.2.1 or CIRC 2.2.2 regarding identity and current street address verification. If the co-signer does not reside at the same street address as the patron being registered, the co-signer's street address shall be entered in the alternative address field of the patron record.

## ***CIRC 2.5 Alternative Registration***

If a member library does not comply with Lakeland Library Cooperative Registration or Circulation Policies and Procedures, that member library will be financially responsible to the owning library for any lost or damaged materials. Member libraries must note on the patron record when a card is issued not in accordance with the Patron Registration Policy with the note “Alternative Registration” along with the date, library code and the initials or name of the staff member entering the registration.

## ***CIRC 2.6 MichiCards***

A member library may honor MichiCards at its own discretion and in accordance with the MichiCard agreement.

## ***CIRC 2.7 Cooperation and Collections***

Each member library shall fully cooperate with other member libraries in recovering lost materials and in establishing and enforcing the responsibility of patrons for lost or damaged materials. A member library may institute collection proceedings against a patron of another member Library who has damaged or failed to return materials belonging to the Library initiating the collection proceedings. No member library shall circulate materials to a patron who owes more than \$10.00 or is in collections. Payment contracts and suspension of collection activities can be arranged only by the library initiating the collection proceedings.

## **Procedures for Non-Resident Patron Registration**

### **NR 2.0 Non-Resident Cards**

- 2.1. Each Participating Library may make available to non-residents, per its own local policy, a card restricted to use only at that library with the Lakeland universal nonresident barcode prefix “2 0000” or for stand-alone library their non-resident card prefix.
- 2.2. Each Participating Library may set its own fee for non-resident card, with the proceeds from such fee being retained at that library.
- 2.3. Each non-resident registered for a non-resident card may be allowed to place holds for pickup only at that library.
- 2.4. Non-residents may obtain cards at as many participating libraries as they wish, paying applicable fees at each library.
- 2.5. Responsibility for materials borrowed using a non-resident card rests with the library at which the materials are checked out unless the registering library has not identified that patron as a non-resident according to NR 2.1 above. In that case, the registering library will be financially responsible to the owning library for any collection agency fees and lost or damaged materials.
- 2.6. Each non-resident card will expire no more than one (1) year from the date of issue. Participating libraries will decide whether or not to pro-rate any fees collected for cards issued throughout the year.