

Policy 2.3: Library Card Registration

Approved and Adopted by Board of Trustees December 11, 2025

Policy 2.3.1: Application; Proof of Residency

- A. Every person wishing to receive a Library Card from the Library must complete an Application for a Library Card. Applications must be made in person and will be accepted up to thirty (30) minutes before closing. To obtain a Library Card, applicants (or parents or guardians of minors under eighteen (18) years of age) must provide a valid photo ID with the current address on it, such as a driver's license, passport or state ID card. If the address on their ID is not current or the ID is from a state other than Michigan, the applicant must provide a proof of address in the form of mail, such as a lease or utility bill, received at their place of residence.
- B. Guardians must show proof of guardianship to apply for a Library Card on behalf of the minor.
- C. Teachers applying for a teacher card must provide proof of employment in a school within the District's Legal Service Area of Iosco and Arenac Counties.
- D. If an applicant participates in the Address Confidentiality Program, the applicant must present an ACP Card along with a "letter of residency" from the ACP Office demonstrating residency in the Library Service Area (the email is ag-acp@mi.gov). The applicant may contact the ACP office while at the Library ((313) 456-0190), and with permission of the applicant, the ACP office may be able to verbally confirm over the phone that the person is a resident of the Library Service Area.

Policy 2.3.2: Signing Application; Acknowledge Policies

By signing the Application, the person (or parent or guardian for minors under the age of eighteen (18)) agrees to and acknowledges that they are subject to the policies and procedures of the Library, which may be amended from time to time.

Policy 2.3.3: Library Card Renewal

- A. Library Cards will be renewed at the Circulation Desk after identification (picture ID), current address and telephone number have been verified for accuracy and all fines and fees have been paid.
- B. Borrower records are removed from the system 36 months from the expiration date if not renewed.

Policy 2.3.4: Minors

- A. Minors must be accompanied by a parent or legal guardian when applying for or renewing a Juvenile Library Card.
- B. The parent or legal guardian must provide the same valid ID as stated above.
- C. By signing the Application, the parent or legal guardian agrees to be liable for payment or return of the materials identified in that Library record.
 - Put another way, the signing parent/guardian is financially responsible for all items checked out on a child's Library Card.

Policy 2.3.5: Responsibility

- A. Library Cards must be presented at checkout, and patrons are responsible for maintaining control over their Library Cards.
- B. Library Cards are non-transferable, and the cardholder is responsible for all fines or fees for materials checked out using the Library Card.
- C. Lost Library Cards must be reported immediately because the patron is responsible for all materials checked out to their Library Card.

Policy 2.3.6: Other

- A. The library card may be used at any of IADL's branches but is not valid outside of the Library District.
- B. IADL does not participate in the Mel Visiting Patron Program.