



Baldwin Public Library

Library Card Policy

Baldwin library cards are available to people who reside, own property, or work in the service area of Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills.

A Baldwin library card entitles the holder to borrow materials eligible for loan from the Baldwin Public Library collection and to utilize the services, programs, and equipment of the Library for which a card is required.

Library Card Responsibilities

A Baldwin Public Library Cardholder or reciprocal library user:

- Must agree to abide by the rules and regulations of the Library and accept full responsibility for all materials checked out on the card (including all fines and damages charged).
- Must present his or her library card or valid photo identification to Library staff at the time of checkout. Cardholders not wishing to carry a physical library card may present a digital version of their library card barcode on a mobile device.
- Agrees to report changes in name, street address, telephone number, and email address as soon as possible.
- Agrees to report a lost, stolen, or damaged card to the Library as soon as possible. A cardholder continues to be responsible for the use of the card until the Library has been notified of a theft or loss.
- Will be blocked from using Library services if library card fines reach \$10 or more.

Types of Library Cards

Residents

To apply for a library card, residents are required to bring valid photo identification (driver's license, passport, state identification) listing their current address. If the identification does not reflect their current address, they must supply an official piece of mail with their name and current address along with photo identification. Resident cards expire every three years and must be renewed in person by showing proof of-current address.

Minors wishing to apply for a resident card must be accompanied in person by a parent or guardian. The library card application requires the parent or guardian's co-signature and valid photo identification in order to obtain a card.

Employees

Employees who work in the Library's service area (Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills) are eligible for a Baldwin library card. To apply for a library card, employees are required to bring current proof of employment (e.g. paycheck stub or letter from their employer) and valid photo identification (driver's license, passport, state ID card) that lists their current home address. Please note that Baldwin cards are issued only to the individual employed in our service area. Employee cards expire every 12 months and must be renewed in person by showing proof of current employment.

Property Owners

Patrons who own property in the Library's service area (Birmingham, Beverly Hills, Bingham Farms and the City of Bloomfield Hills) are eligible for a Baldwin card. To apply, property owners are required to bring current proof of property ownership (e.g. tax receipt for property or deed) and valid photo identification (driver's license, passport, state identification) that lists their current home address. Baldwin library cards are issued only to the individual(s) named on the document showing property ownership. Property owner cards expire every three years and must be renewed in person by showing proof of current property ownership.

Home Delivery Card

The Library offers Home Delivery service to residents who meet the eligibility requirements. Those wishing to use this service should complete an application for Home Delivery service and a library card application in order to receive a Library Card. Certain special considerations apply to Home Delivery cardholders. Find more information at www.baldwinlib.org/homedelivery.

Computer users

Patrons who do not live, work, or own property in the Library's service area are eligible for a computer user account at the Library. This account may only be used to access the Library's computers. and expires after one year. Valid photo identification must be presented in order to obtain this account. Computer user accounts expire every 12 months and must be renewed in person.

Other Libraries

Patrons who are not eligible for a Baldwin library card may be able to use the card issued by their home library to check out materials at Baldwin. Baldwin participates in the The Library Network (TLN) cooperative. Patrons whose home library is part of TLN and offers reciprocal borrowing privileges can use their card at Baldwin. Troy residents with a Troy Public Library

card are also able to register their cards at Baldwin. A complete list of reciprocal libraries is available upon request.

To register, patrons must provide their home library card and valid photo identification showing their current address. Reciprocal cards expire every three years and must be renewed in person by showing proof of current address.

Reciprocal cardholders are limited to checking out physical materials available within the Library.

Use of Library Cards by Persons Other Than the Owner

Borrowers are discouraged from lending their library cards for use by others. Cardholders who allow their library cards to be used by others continue to be responsible for the care and safety of all Library materials charged to their cards, as well as for paying fines, replacement charges, and other financial assessments that result from the use of the library card.

A Library cardholder may allow another person to pick up materials using the cardholder's account. To do so, the Library cardholder must fill out a Written Consent Form designating the name of the person who is authorized to pick up materials on behalf of the cardholder. This form can be filled out at the Circulation Desk and will stay on file until it is revoked by the cardholder.

Item Limits

Patrons with a Baldwin library card may check out an unlimited number of items, with the exception of certain types of materials listed below.

Reciprocal cardholders may have a maximum of eight items checked out at one time. While there may be a total of eight items checked out, other limits apply to certain types of material.

All cardholders may check out a limited number of the following items:

- Holiday books (limit of 6)
- Video games (limit of 2)

Policy adopted by the Baldwin Public Library Board November 21, 2016.

Policy updated by the Baldwin Public Library Board June 18, 2018