



# Library Card Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | [www.baldwinlib.org](http://www.baldwinlib.org)

Baldwin Public Library (BPL) cards are available to individuals who reside, own property, attend school, or work in the service area of Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills.

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

## Library Card Responsibilities

A BPL Cardholder or reciprocal library user:

- Agrees to abide by the rules and regulations of the library and accept full responsibility for all materials checked out on the card (including all charges).
  - Cards issued to individuals under age 18 are the responsibility of the parent or guardian whose name is associated with the library account
- Must present their library card or valid photo identification to BPL 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 BPL as soon as possible. A cardholder continues to be responsible for the use of the card until BPL has been notified of a theft or loss.
- Will be blocked from using BPL services if library account charges reach \$10 or more.
- Understands that BPL staff do not act in the place of parents/guardians regarding selection of materials and the adherence to BPL rules in the case of minor use.

## Types of Library Cards

### Residents

To apply for a BPL card, individuals who live in Birmingham, Beverly Hills, Bingham Farms, or the City of Bloomfield Hills are required to provide valid photo identification (driver's license, passport, state identification) listing their current address. If the identification does not reflect a qualifying address, they must supply an official, current 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, when BPL is fully open for service. Alternate renewal methods are at the discretion of BPL staff.

Individuals under age 18 wishing to apply for a resident card must be accompanied in person by a parent or guardian. BPL requires the parent or guardian to present valid photo identification in order to obtain a card when BPL is fully open for service. Alternate confirmation methods are at the discretion of BPL staff.

### **Employees**

Employees who work in BPL's service area (Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills) are eligible for a BPL card. To apply for a library card, employees are required to provide 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, when BPL is fully open for service. Alternate renewal methods are at the discretion of BPL staff.

### **Property Owners**

Patrons who own property in BPL 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 provide current proof of property ownership (e.g. tax receipt for property or deed) and valid photo identification (driver's license, passport, state ID card) that lists their current home address. BPL 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, when BPL is fully open for service. Alternate renewal methods are at the discretion of BPL staff.

### **Birmingham Students**

Students who do not live within but who attend a school within the BPL service area are eligible for a BPL card. To apply, students and/or their parent or guardian must provide proof of enrollment (e.g. a student ID or confirmation via Powerschool). BPL cards are issued to the student who is registered in school, and must be co-signed by a parent or guardian. Student cards must be renewed every 12 months by showing proof of current enrollment. Electronic applications and renewals may require secondary verification with the parent or guardian by BPL staff.

### **Home Delivery Card**

BPL offers Home Delivery service to residents who meet the library card eligibility requirements. Those wishing to use this service must complete an application for Home Delivery service and a library card application in order to receive a BPL Card. Certain special considerations apply to Home Delivery cardholders. Find more information at [www.baldwinlib.org/home-delivery](http://www.baldwinlib.org/home-delivery).

### **Computer users**

Patrons who do not live, work, or own property in BPL service area are eligible for a computer user account at BPL. This account may only be used to access computers inside BPL. Valid photo identification must be presented at the circulation desk in

order to obtain this account. Computer user accounts will be removed after twelve (12) months of inactivity.

### **Cardholders from Other Libraries**

Patrons who are not eligible for a BPL card may be able to use the card issued by their home library to check out physical materials at Baldwin. Baldwin participates in 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, when BPL is fully open for service. Alternate renewal methods are at the discretion of BPL staff.

Reciprocal cardholders may check out physical materials available within the library, use library computers, and place holds for physical BPL materials.

### **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 BPL materials charged to their cards, as well as for paying charges and other financial assessments that result from the use of the library card.

A BPL cardholder may allow another person to pick up materials using the cardholder's account. To do so, the BPL cardholder must contact BPL and provide the name of the person who is authorized to pick up materials on behalf of the cardholder. Permission may be revoked by the cardholder at any time by contacting BPL staff. Cardholders agree to notify BPL immediately upon discovery that their card may be in use by someone who does not have permission, so that the card can be suspended.

### **Item Limits**

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

- Holiday books (limit of 10)
- Video games (limit of 6)