

Library Card Policy

This policy is written in compliance with Public Act 455, 1982 (Library Privacy Act).

Library Card Eligibility

The legal service area of the Coloma Public Library includes Coloma City, Coloma Township, Hagar Township, and Bainbridge Township; with the exception of Bainbridge Township residents in the Dowagiac District Library area and Dowagiac School District.

Coloma Public Library card holders are entitled to a library card with neighboring library systems in which reciprocal borrowing agreements have been established.

A 5-year Coloma Public Library Card may be obtained by meeting one of the following qualifications:

- Reside in Coloma Public Library's legal service area
- Own property or a business in Coloma Public Library's legal service area

Proof of residency is required for registration. Property and business owners must also show proof of ownership. 5-year cards allow full access to library services including materials checkouts, computer use, Interlibrary Loan service, and participating in the MILibrary program. At the end of 5 years, cards must be renewed.

Minor Library Cards

Minors, age 5 to under 18 years old, are eligible for a library card with permission from a parent or a responsible caregiver who must verify card eligibility. The authorizing adult will also accept full responsibility for materials borrowed on the minor's card. At the end of 5 years, cards must be renewed. Minors will be eligible to create new adult cards upon turning 18 years old.

1-year cards

A 1-year Coloma Public Library Card may be obtained by meeting one of the following qualifications:

- Teach within the Coloma Public School System
- Be an active member of the United States Military
- Purchase a non-resident card for an annual fee of \$50.

1-year cards allow access to library services including materials checkouts and computer use. 1-year cards do not qualify for participation in the MILibrary program, however Interlibrary Loan Service through MeL is available. At the end of 1 year, cards must be renewed.

Temporary Cards

3- or 6-Month Temporary Cards may be issued at the discretion of the Director, Assistant Director, or Head Library Assistant.

MILibrary Program

The Coloma Public Library is a participant in the statewide MILibrary program that enables patrons to go to other libraries and access materials and services directly. MILibrary card stickers may be issued to patrons in good standing. Patrons issued a MILibrary card sticker must

comply with the rules of the library they are using. The same applies to MLibrary members from other libraries.

To obtain a library card

Proof of identification are required to obtain a Coloma Public Library card. If a photo identification card does not include the current address, another document may be used, such as a utility bill, a piece of mail addressed to the cardholder, a current voter registration card, etc. Proof of address can be in digital format as well as print format. Library staff may make determinations to require additional verification as needed.

When registering for a new account, a patron is issued a library card to be used when checking out library material. New patrons are limited to 5 items the first time they check out material.

Lost Library Card/Change of Address

Patrons are responsible to ensure that the library has the most current address information on record.

In the event of a lost or stolen card, the patron is responsible for notifying the library immediately. Until the library is notified of a lost or stolen card, a library card is valid and the account holder is responsible for use of the card and for lost or overdue materials and fees incurred. In case of minors, the parent or adult who authorized the library card is responsible for lost or overdue materials.

Replacement Cards

There is no charge for a replacement card that wears out through normal usage. Lost or damaged cards cost \$1.00 to be replaced.

Accounts that are inactive for a period of 7 years will be removed unless there are outstanding materials or a balance of fines and fees.

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