

1.0 CIRCULATION POLICY

1.1 Library Card Registration

Library cards are available to all residents of the City of Zeeland and to residents of municipalities that have contracted with the City of Zeeland for library services, in accordance with Section 2607 of the Zeeland Code of Ordinances. Individuals who live outside the Howard Miller Library's legal and contracted service area but pay property taxes to the City of Zeeland or one of its contracted municipalities are also eligible for a Howard Miller Library card.

Library cards are non-transferable and are the responsibility of the individual to whom they are issued. Cardholders are liable for all materials borrowed on their card. In the case of juvenile cardholders, the adult co-signer assumes legal responsibility for all materials checked out on the juvenile's account.

Per **Lakeland Library Cooperative Policy (LLC Policy CIRC 2)**, both sides of the standardized registration form must be completed and signed by the applicant. If an email address is included in the application and patron record, a separate privacy waiver is implied as listed on the registration card.

To obtain a library card, applicants must present a completed registration form, any applicable privacy waivers, and one of the following documents for **identity and address verification** within the Library's legal or contracted service area:

Primary Acceptable Documents (must include current address):

- Michigan Driver's License
- Michigan Identification Card
- U.S. Passport
- Resident Alien Card

If the applicant does not possess one of the above documents, they must provide **proof of identity and proof of address** using the options below:

Proof of Identity:

- Valid Michigan Driver's License, Michigan ID, or Resident Alien Card (without current address)
- Out-of-state Driver's License
- Passport
- Military ID
- School or work photo ID
- Michigan Parole ID

AND

Proof of Address (must include applicant's name and current street address):

- Recent utility bill
- Lease agreement
- Bank statement or printed checks
- Recent local property tax bill
- Voter registration card
- Hospitalization or insurance card

1.1.1 Juvenile Card

Residents under the age of 18 who meet the eligibility criteria outlined in Section 2.1 may receive a juvenile library card with the signature of a parent or legal guardian acting as a **co-signer**. The co-signer accepts full legal responsibility for:

- The juvenile's use of all library resources, including internet access
- Monitoring of the juvenile's choice of materials
- Timely return of all borrowed items
- Payment for any lost or damaged items

When the juvenile cardholder turns 18, they assume full responsibility for their library account and any materials checked out under their name and must register for a new card.

1.1.2 Student Card

Students under 18 who reside in the Library's legal or contracted service area may be eligible for a **student library card** without a co-signer, provided they:

- Can provide their full home address, birthdate, and phone number or email address
- Do not already hold a library card from Howard Miller Library or another Lakeland Library Cooperative member library

Student Card Privileges (Howard Miller Library only):

- Borrow up to **3 youth print materials** at a time
- Use of **in-library internet access**
- **Limited access** to digital resources (e.g., Libby/OverDrive)

Student cards are valid for three years from the cardholder's birthdate and are eligible for renewal. Upon reaching the age of 18, the student must apply for a standard library card. A student may upgrade to a full-use card at any time with a co-signer's authorization.

1.1.3 Non-Resident Card

Individuals who reside outside the **Lakeland Library Cooperative** service area may purchase a non-resident library card for **\$50.00 annually** per person.

Non-Resident Card Privileges:

- Borrow physical materials from Howard Miller Library
- Access online account and place holds on Howard Miller Library-owned items

Per Cooperative policy, individuals residing within the service area of any Lakeland Library Cooperative member library are **not eligible** for a non-resident card. A separate non-resident card must be purchased at each library where borrowing privileges are desired.

1.1.4 Institutional Card

Organizations, agencies, or businesses located within the Library's service area may request an **institutional library card** for use by staff or residents in their organizational role. A card may be issued if the organization's director agrees in writing to be financially responsible for all materials checked out using the card. The organization may designate authorized users.

Institutional Card Privileges:

- Borrow physical materials from Howard Miller Library
- Access online account and place holds on Howard Miller Library-owned items

1.2 Lakeland Library Cooperative Member Library Cards

Howard Miller Library honors valid library cards from all current **Lakeland Library Cooperative member libraries**, with the following exceptions:

- Non-resident or local-use library cards
- Institutional cards
- Cards issued in underfunded contract service areas