

## Registration, Renewal, and Replacement of Library Cards

**Registration:** Required registration information, as applicable, includes: name, address, birthdate, driver's license/state ID number, telephone number, business address, and business telephone number.

Consent from a parent or legal guardian assuming financial responsibility will be required for a minor.

**Proof of Residency:** To become a library cardholder, an applicant must provide current proof of residency. The following documents will be accepted:

- Michigan Driver's License
- Michigan State Identification Card
- Military Identification Card

-Or-

Out-of-State Driver's License or Government Issued Passport **AND** one (2) or more of the following, which must show applicant's name and residential address:

- Utility bill
- Property tax receipt
- Mortgage/closing statement
- Automobile registration
- Rent receipt

**Renewal:** A library card must be renewed every three (3) years unless otherwise stipulated. A library card that has expired for 6 months or more may be purged from the shared system due to inactivity. Library card renewals require appropriate identification (see "Proof of Residency") to retain or reinstate borrowing privileges.

Library cards will not be issued or renewed for patrons or institutions with outstanding fines, fees or bills. A patron or institution must clear the account in full before receiving the new card or renewal.

**Lost, Damaged or Stolen Cards:** There is a \$1.00 replacement charge for a lost or damaged library card. There is no replacement charge for a stolen library card. Proof of current residency is required at the time a replacement card is issued.