

PATRON CARD POLICY

All residents or property/business owners of Lincoln Charter Township, Baroda Township, Royalton Township, the villages of Baroda and Stevensville are eligible for a patron borrowing card providing the following conditions are adhered to:

1. Proof of current address must be supplied before a card number is issued.
 - a. This may be from a current Michigan driver's license, tax bill, rent receipt or similar item.
2. Individuals from birth through 17 years old will be issued a juvenile card with their own library card number provided the library card is signed by a parent or guardian. The Library Privacy Act, PA 455 of 1982(MCL 397.605) guarantees the privacy of library records.
 - a. The Library Privacy Act Amendment of 1996, PA 188, states that a record of items may be released to the parent or guardian of a minor in an effort to secure the return of the items.
 - b. In the case of minor patrons, bills or delinquent notices may be sent to the parent or legal guardian only if that parent or legal guardian accepts responsibility for the returned items. By completing and signing the back of the minor's library card, the record of items may be released to the parent or legal guardian. The parent and/or legal guardian is the sole person responsible for all material and fines incurred by the child.
 - c. Restricting access of library materials to minor's rests solely with the individual parent and/or legal guardian, not the library.
3. Adult cards will be issued to those 18 and older upon presentation of picture ID and proof of date of birth. A minor who has a library card established will have their privileges updated to an adult card when their card is renewed after their 18th birthday.
4. Parents may check out books for their children on the parent's library card.
5. Resident cards are to be renewed on a three-year basis.

A fee of \$2.00 will be charged for replacing a lost patron card.

EDUCATOR LIBRARY CARDS

1. Current school teachers of the Lakeshore School District or any non-public school located in Baroda, Lincoln Charter, Royalton Townships may be issued an Educator Library Card.
2. This library card is valid for one year from issue.
3. Individuals must present current photo identification and proof of employment. Educators must provide valid photo identification as well as proof of current teaching assignment. This includes presenting a work ID or letter on school letterhead, including name of the teacher applying for teacher's library card, and dated for the current school year and signed by principal of school.
4. The Educator's Library Card is to be used for classroom related materials only.
5. Inter-Library Loans are not available for school of Educator Library Card holders.
6. Teachers will be responsible for collection agency fees and fees associated with lost and damaged materials borrowed with this library card.
7. A Manager or Director can revoke the special privileges of the Educator's Library Card if the policies set forth are continually not followed.
8. Fines exceeding \$25.00 will result in the temporary suspension of the school of the Educator Library Card. Excessive fines and/or fees may result in the permanent suspension of the card.

SCHOOL OF CHOICE LIBRARY CARDS

1. A School of Choice library card may be issued to any student currently attending Lakeshore Public Schools. Proof of a current school id, report card, or registration is required.
2. A School of Choice library card will allow students to borrow books, periodicals, audiobooks, movies, plus use e-resources and is valid only at Lincoln Township Public Library.
3. Inter-Library Loans are not available for school of choice library card holders.
4. This library card is valid for one year from issue.
5. A parent or legal guardian must authorize the issuance of a library card and signs for the minor.
5. Fines exceeding \$25.00 will result in the temporary suspension of the school of choice library card. Excessive fines and/or fees may result in the permanent suspension of the school of choice library card.
6. It is the responsibility of the library card holder to notify the Library of any name, address or telephone number changes. A current address and telephone number must be kept on file at all times. Failure to comply with any of these steps may result in suspension of use of LTPL.