

Manistique School & Public Library Library Card Policy

Purpose of Policy

The purpose of this policy is to establish consistent guidelines for issuing and using Manistique School & Public Library cards. The policy is intended to provide fair and equitable access to the Library's collection, services, and resources while establishing expectations for the responsible use of a library card and borrowed materials.

Resident Library Cards

A library card is free to residents of Schoolcraft County, individuals who attend or have children who attend Manistique Area School District, and those who are landowners in the county. Proof of legal residency or real property ownership is required to qualify for a resident library card. The documents that verify residency or real property ownership are:

- A valid driver's license or ID with a local or county address
- A utility/tax bill with the local address will also be accepted along with ID or driver's license

Youth Patrons

Anyone under 18 years of age is a youth patron. Youth patrons who are students of Manistique Area Schools have the opportunity to register for a library card through the school. The application must be filled out and signed by both the student and parent/guardian.

Resident youth who are not students of Manistique Area Schools must register for an individual library card to borrow library materials. The parent or guardian of the person under 18 years of old must show proof of legal address and sign the completed registration form.

The parent or legal guardian who signed the youth's/student's registration card assumes financial responsibility for all library materials charged to the youth's MSPL card. The responsibility includes library fees, damage fees or replacement costs for any lost or damaged item(s).

Only the legal parent or guardian of a minor may revoke the youth's library card.

MSPL abides by the Michigan Library Privacy Act, which forbids library staff from providing anyone but the cardholder with records that identify library usage. The library staff may give information about a youth patron's overdue book (or other material) to his/her parents or guardians *only* to locate the book or material so it may be returned to the library.

MSPL does not restrict access to materials to patrons of any age. The staff, Library Advisory Committee, and the Manistique Area Schools Board of Education feel it is important for parents and legal guardians to monitor the library usage of their children. The staff, Library Advisory Committee and the Manistique Area Schools Board of Education will not assume responsibility of determining what materials are appropriate for children, nor will they place any restrictions on materials checked-out on a youth's library card.

General Guidelines for all Library Card Types

1. All patrons who borrow materials must be registered to borrow materials.
2. A MSPL card can only be used by the patron (or designee) to whom the card was issued. Family members may pick up holds for patrons not able to come to the library.
3. MSPL cards are not transferable. Each patron may only have one active library card.
4. MSPL patrons are responsible for all materials borrowed on their card and agree to abide by library lending rules, policies, and regulations.
5. MSPL must be notified of any address or phone changes. Patrons must report lost or stolen MSPL cards to the library.
6. All patrons will be charged \$5.00 to replace a lost, damaged, or stolen library card.
7. Adult patrons may check out up to 10 items at a time, youth patrons may check out up to 2 items at a time.

Suspension of Borrowing Privileges

MSPL borrowing privileges may be suspended for the following reasons:

1. A patron has \$25.00 or more in outstanding fines and/or fees.
2. A patron's library card has expired.
3. A patron has failed to comply with the Library's borrowing policies.

Manistique Area School Board of Education
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