

Registration Policy

1. Adults.

Dorr Township Library employees assist patrons in getting a library card, renewing and updating their library card, and understanding fines/fee/or other notations on their cards.

i. Method 1.

To register, a patron shall present a current, valid Michigan Driver's License, Michigan Identification Card, or Resident Alien Card documenting identity and current street address for LLC Shared ILS libraries. For the purpose of registration, a post office box will not be accepted as a current, local street address.

ii. Method 2.

If the patron cannot meet the requirement above, a person must provide TWO specific documents. One is a photographic identification of the kind specified and the other is one of the specified documents used to establish the current street address of THAT person

- a. A credible photographic identification must be used to establish the person's correct, current name. Credible photographic identification means identification issued by an institution that will have made a determined effort to be sure that the person picture and named on the identification is the person they claim to be. In the absence of the three forms of ID noted in Method 1, acceptable photographic documentation of identification includes:
 - i. Military ID
 - ii. Employment ID
 - iii. School ID
 - iv. Out-of-state driver's license
 - v. Passport
- b. IN ADDITION to a credible photographic identification, the person registering must provide one of the following to corroborate the name and establish the current street address:
 - i. Voter registration card
 - ii. Recent utility bill
 - iii. Hospitalization, insurance card or automobile registration
 - iv. Printed check
 - v. Recent local property tax bill

iii. Method 3.

If the patron is unable to use Method 1 or 2, the Library may use one of the photographic identifications listed in Method 2 to verify identity, AND mail the Library card, return service requested, to the patron to verify the actual local street address. The Library shall limit circulation to its own materials under this provision until the patron presents the valid card at the registering library. The registering

library must place a message on the patron's account – including the date that the card was mailed – and upon presentation of the card at the registering library, that library shall remove the message. A block shall be placed on the patron account if the mailed card is returned to the registering library.

2. Juveniles.

Juvenile patrons are defined as under 18 years of age. Juvenile registrations must be co-signed by a parent or guardian.

i. Method 1.

The co-signer must meet the registration requirements listed above for adults. If the co-signer does not reside at the same street address as the patron being registered, the co-signer's street address shall be entered in the alternative address field of the patron record.

ii. Method 2.

By local option, the Library may issue a card to a juvenile provided a parent or legal guardian's signature and identification number is obtained. The Library registering a juvenile in this way MUST include this note, "Co-signer's ID not confirmed," with date, library code, and the initials or name of the staff member entering the registration.

iii. Parental Responsibilities

Signatures indicate an acceptance of responsibility for the following:

- a. Supervision of the child/ward's choice of material.
- b. Use of all library resources including access to the Internet.
- c. Return of all materials when due.
- d. All losses and damages to materials and equipment borrowed.

iv. Children of Parents with Substantial Fines

To prevent parents/guardians from obtaining juvenile cards when their own card is in arrears, the following scenarios and resolutions will be taken when a parent/guardian wishes to register a juvenile:

- a. If Parent/Guardian's card has outstanding bills greater than \$40 and has collection block on card, resolution will be to delay registration for a juvenile card until the Parent/ Guardian's card has been resolved and the block removed.
- b. If Parent/Guardian's card has outstanding bills between \$10 and \$40, resolution will be to ask P/G to make a good faith payment to bring bills below \$10 checkout threshold.
 - i. If payment is made, juvenile card will be issued
 - ii. If partial payment is made, but P/G card greater than \$10, juvenile card will not be issued until P/G card below \$10 checkout threshold.

- c. If Parent/Guardian's card has outstanding bills less than \$10, resolution will be to issue juvenile card at that time.

Approved by Dorr Township Library Board August 21, 2023.