



## **LIBRARY CARD POLICY**

### **WHY APPLY FOR AN ALLENDALE LIBRARY CARD?**

- A library card gets you access to not only the Allendale Library but also to 70+ libraries in West Michigan.
- Gives you access to online databases and digital collection
- Allows you to take part in all of our services and programs

### **HOW DO I GET A LIBRARY CARD?**

- Library cards are free and available to residents of Allendale and Tallmadge Townships.
- Valid piece of identification with current address must be presented.
- Parents or legal guardians must co-sign for children under 18 and are responsible for any items and charges on the child's library card.
- Allendale Library cards can be used at any Lakeland Library Cooperative library as well as any libraries throughout Michigan that participate in the MelCat Visiting Patrons program.
- Lost or stolen cards must be reported to the library immediately to avoid use of your card by unauthorized users and resulting fees from illegally borrowed items. Replacement cards are \$2.

### **COLLEGE STUDENTS & TEMPORARY RESIDENTS**

Students and temporary residents may obtain Allendale Library cards. Applicants must present a valid picture ID. If the address does not match the applicant's current address, you must also show proof of residence (this can be in the form of a utility bill, lease agreement, or U.S. Postal Service change of address form). Currently-enrolled GVSU students may also use their school ID to check out materials but are encouraged to apply for a library card to take full advantage of online and reciprocal library services.



## **INSTITUTIONAL CARDS**

If an agency, institution, or business within Allendale or Tallmadge Townships requests a library card for use by its staff, a card may be issued after an application is applied for by the institution's director. Doing so, the institution assumes responsibility for any materials lost or damaged as well as any fines incurred through the use of the card. The card **MUST** be presented to be used; the Allendale Library cannot accept personal identification in lieu of the institutional card.

## **NON-RESIDENT CARDS**

Residents within the Lakeland Library Cooperative geographical boundary who do not qualify for a library card at any Lakeland Library Cooperative member library may purchase an Allendale Library non-resident card for a fee of \$25. Non-resident cards are valid for a period of one (1) year and will only be honored at the Allendale Township Library. Non-resident cardholders may place holds on Allendale Library items only. These cards do not allow access to the Allendale Library digital content.

## **YOUR ONLINE ACCOUNT**

To access your online account for item renewals, placing holds, or online payment of fees, you will need your library card number and your personal identification number (PIN). The PIN you are originally assigned is the last 4 digits of your telephone number on your account. If you no longer know your PIN number, please contact the library or use the "Forget Your PIN?" feature (feature only available if you have signed up for e-mail notifications).

## **OVERDUE, LOST AND/OR DAMAGED MATERIALS**

The Allendale Township Library may charge a fine for overdue materials. The Library is not required to send notices for overdue or lost materials and failure to receive a notice does not relieve the borrower of responsibility to return materials when due. The Library will suspend a patron's borrowing privileges and deny access to the Internet when the fines and/or fees on a patron's account exceed \$5.00.



When fines and fees exceed \$80.00, the Library will refer the unresolved charges to a materials recovery service which may ultimately turn the charges to a collection agency. The patron will be assessed a recovery fee of \$9.85 and the Library will suspend the borrowing privileges of a patron referred to a collection agency until the charges are resolved. A payment plan may be established to pay fees.

The Allendale Township Library may charge for replacement of materials missing, lost, or damaged. Reimbursement is required to repair or replace damaged or lost materials and will not exceed the item's original purchase price. Patrons may replace a lost/damaged item with a new copy of the exact same item but will be charged a \$3.00 processing fee.