

Alpena County George N. Fletcher Public Library- Library Card Policy

Residency

1. Any person who borrows a book or any other library material from the Library must own a library card from Alpena County Library (ACL). ACL cards are available free to all residents who live in or pay taxes in Alpena County provided they have a permanent address.
2. Cards may be issued to non-resident patrons with a driver's license or other identification (listed in 8) at the following rates:
 - a. \$55 annually
 - b. \$28 semi-annually, including educators working within Alpena County.
 - c. \$14 quarterly
3. Non-resident students enrolled in Alpena Public Schools or Alpena Community College are eligible to register, at no cost, for a library card as defined in B.
4. All library cards must be renewed annually at the front desk of the ACL or by phone if nothing has changed.
5. All card users must sign the library card form and agree to be held responsible for any lost material or damages that occur.
6. The library must be notified of the loss of a library card. The patron will be charged a \$1.00 fine to replace the card.
7. The ACL requires official photo identification showing the resident's name and permanent address. All personal information is protected under the Library Privacy Act and the Address Confidentiality Program.
8. The following will be accepted:

Michigan driver's license or State ID card with current Alpena County address or, a picture ID with proof of residency shown by one of the following:

- a. vehicle registration
- b. utility bill
- c. copy of lease or mortgage
- d. copy of property tax statement
- e. postmarked mail

Types of library cards:

1. Adults aged 18 and older, who are eligible as established in Section A may apply for a library card entitling the holder to use all available materials.
2. Parents/Guardians with minors age 17 or younger may apply for an enhanced youth library card. The enhanced youth library card entitles the minor to use all available materials except for educational media, DVDs, and items from the Library of Things Collection.

Both the card holder and parent or legal guardian must be present to activate an enhanced youth library card.

If the parent/guardian is not a current ACL card holder, the parent/guardian must show the same proof of residency as required above.

3. Parents/Guardians with minors age 17 or younger may apply for a general youth library card. Both the card holder and parent or legal guardian must be present to activate a general youth library card.

Before requesting a general youth library card, please keep in mind the following;

- A general youth library card will limit the minor to borrowing materials from the J (Juvenile), JE (Juvenile Easy), JEI (Juvenile Level Readers), BB (Board Book), and teen (YA).
- A general youth library card will not prevent the minor from using or copying materials inside the library.
- A general youth library card will not replace parents/guardians' supervision or review of material their child checks out.
- The children's collection is intended for patrons age 17 and younger, based on reading levels and interests, not content or subject matter.

If the parent/guardian is not a current ACL card holder, the parent/guardian must show the same proof of residency as required above.

4. It is the responsibility of the parent or guardian to review and approve the content their child selects.
5. Due to the cost of materials, only adult cards may check out Educational Media, DVDs, and items from the Library of Things Collection.
6. Adult patrons who live in Alpena County but who do not have proof of address yet may register for a library card as follows:
 - a. Online at www.alpenalibrary.org
 - i. Issued a temporary library card active for 2 months.
 - ii. Once expired, patrons will need to contact library staff to update their library card. At that time, the patron will be issued a permanent library card.
 - b. At the front desk
 - i. Patrons will be issued a permanent library card that will be sent via USPS.
 - ii. Successful receipt of the card will serve as proof of address.

The ACL staff are available to answer questions from parents on locating materials for their children's age and reading proficiency. Parents and other patrons are encouraged to approach library staff with questions about library materials.

The ACL reserves the right to refuse a card to a person for failure to meet the above requirements.