

## **Library Card Policy**

Any person who borrows a book or any other library material from the Library must own a library card from Alpena County Library. Alpena County Library cards are available free to all people who live in or pay taxes in Alpena County provided they have a permanent address. Cards will be issued to out-of-district patrons with a driver's license or other identification at an annual fee of \$25.00. The borrower is responsible for all materials checked out on their card. The library must be notified of the loss of a library card.

The Alpena County Library requires official photo identification showing the resident's name and permanent address.

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:

- car registration
- utility bill
- copy of lease or mortgage
- copy of property tax statement
- postmarked mail

There are two types of library cards:

**Juvenile:** Issued to individuals through age 17 and entitle the holder to use all materials with the exception of Educational Media and Videos/DVDs.

**Adult:** Issued upon reaching age 18. Adult cards entitle the holder to use all available materials.

Persons under 12 years of age must have the signature of a parent or guardian on their application cards in order to be issued a card. If the parent/guardian is not a current ACL card holder, the parent/guardian must show the same proofs of residency as required above.

Non-resident students enrolled in Alpena County schools are eligible to register for a library card.

Patrons who live in Alpena County but who do not have proof of address yet may register for a library card either online or in person that will be sent via the USPS. Successful receipt of the card will serve as proof of address.

The Alpena County Library reserves the right to refuse a card to a person for failure to meet the above requirements.

***Adopted July 20, 2022***