

# Harper Woods Public Library

## Library Card Eligibility and Use Policy

### Service Levels

#### ■ Three-Year, Full Service Card

This service level allows the cardholder access to the services of the Harper Woods Public Library. Because of HPW's membership in the Suburban Library Cooperative's Reciprocal Borrowing Agreement, cardholders may also use all SLC libraries.

Three-Year, Full Service Cards are available to:

1. Residents who present a current State of Michigan driver's license or State of Michigan Identification Card that shows a valid Harper Woods address at the time of the application.
2. The children (17 years of age and under) of adult residents who qualify for this service level and reside at the valid Harper Woods address. The parent (or legal guardian; see note\*) and the child must both be present at the time of the application and the parent or legal guardian must sign for the child's use of the card. The parent's or legal guardian's signature indicates the acceptance of responsibility for the card's use, including the payment of fines and fees.
3. Owners of real property in the City of Harper Woods who are non-residents and present a paid property tax receipt at the time of the application.

(Note: Full Service cardholders of other communities that are a part of the Suburban Library Cooperative also are eligible for full service at Harper Woods; cardholders use their home library's card to obtain service).

#### ■ One-Year, Full Service Card

This service level allows the cardholder access to the services of the Harper Woods Public Library. Because of HPW's membership in the Suburban Library Cooperative's Reciprocal Borrowing Agreement, cardholders may also use all SLC libraries.

One-Year, Full Service Cards are available to:

1. Harper Woods residents who present a current driver's license or U.S. State-issued Identification Card with a non-Harper Woods address AND two up-to-date documents (one from each list below) that show a valid Harper Woods address at the time of the application:

Acceptable Documents	
Category 1	Category 2
Home Lease Agreement – see note below	Gas utility bill
Home or Apartment Rental Agreement – see note below	Electric utility bill
Mortgage closing statement	Cable bill

2. The children (17 years of age and under) of adult residents who qualify for this level of library service and reside at the valid Harper Woods address. The parent (or legal guardian, see note\*) and the child must both be present at the time of the application and the parent or legal guardian must sign for the child's use of the card. The parent's or legal guardian's signature indicates the acceptance of responsibility for the card's use, including the payment of fines and fees.

### ■ **One-Year, Local Service Cards**

This service level allows the cardholder access to the services of the Harper Woods Public Library to a maximum of one year. Applicants must provide proper identification for themselves and/or their eligible children that equals the requirements for Harper Woods residents.

#### **One-Year, Local Service Cards are available to:**

1. Residents of the Grosse Pointe communities and their eligible children (or legal dependents, see note\*) at no additional charge (as per an agreement with the Grosse Pointe Public Library).
2. Employees of the City of Harper Woods at no additional charge (please bring pay stub in addition to the valid identification).
3. Adults who do not otherwise qualify for a free card may opt to purchase local service for their family residing at the same address at the current non-resident rate, which is listed in the library's *Schedule of Fees*.
4. To persons as an honorarium for services performed for the library or at no charge to address special situations. Honorary or special situation cards are issued at the discretion of the library director or their designated representative only.
5. Teachers at public and private schools in Harper Woods. See *Teacher Courtesy Card Policy*.

### ■ **One-Year, Suburban Library Cooperative Card Service Options**

#### Active Military Personnel

As per agreement with the Suburban Library Cooperative, active military personnel who present active duty identification and two up-to-date documents that are equal to the requirements for Harper Woods residents are eligible for library service. This service level allows the cardholder access to the services of the Harper Woods Public Library. Because of HPW's membership in the Suburban Library Cooperative's Reciprocal Borrowing Agreement, cardholders may also use all SLC libraries.

In addition, the children (17 years of age and under) of active military personnel who qualify for this level of library service and reside at the valid Harper Woods address are eligible for the

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same level of service. The parent (or legal guardian, see note\*) and the child must both be present at the time of the application and the parent or legal guardian must sign for the child's use of the card. The parent's or legal guardian's signature indicates the acceptance of responsibility for the card's use, including the payment of fines and fees.

#### Adults Who Do Not Otherwise Qualify For a Free Card

Adults who do not otherwise qualify for a free card may opt to purchase a Suburban Library Cooperative library card for library services for their family residing at the same address. This option entitles them to full borrowing privileges to Harper Woods Public Library and SLC Member Libraries, except for no access to MeLCat or MILibraryCard materials. This service level expires after one year. The current rate for this service level is listed in the library's *Schedule of Fees*.

### **Card Use**

The library requires the cardholder to present their card at the time of checkout, computer use or for any other service where the card is required. If the patron does not have their library card, they may check out materials with a driver's license or state ID. Patrons may also use a smartphone app that stores barcodes or a smartphone photograph of their card.

**The card itself needs to be presented to renew an expired card or a new card needs to be issued and paid for at that time.**

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\* Legal Guardianship papers are also required at the time of the application