

## GDL Policy 2.1

### **Card Registration**

All residents within the Genesee District Library service area are eligible for a library card. Persons living outside the Genesee District Library service area who pay property taxes to a governmental unit within the District are also eligible for a Genesee District Library card.

Library cards are non-transferable. All items borrowed are the responsibility of the individual to whom the card is issued.

Juvenile (under age 18) registrations must be signed by a parent or guardian. Signatures indicate an acceptance of responsibility for:

- the juvenile's use of all library resources including access to the Internet;
- supervision of the juvenile's choice of materials;
- return of all materials when due;
- overdue fines when materials are returned late; and
- all losses and damages to materials and equipment borrowed.

When a juvenile patron turns 18 years of age, he/she assumes responsibility for the library account bearing his/her name including all borrowed items on that account and all fines and fees associated with that account from that point forward.

Library cards will have an expiration date and require periodic renewals.

GDL Policy 2.2

**Mideastern Michigan Library Cooperative Card (Coop Card)**

Residents outside the geographical area of the Genesee District Library's service area boundaries who do not qualify for a library card at the Genesee District library may qualify for a Coop Card. A Coop Card entitles the holder to basic library services.

Coop Card holders are not eligible for GDL's premium content and services.

## GDL Policy 2.3

### **Non-Resident Card**

Residents outside the geographical area of the Mideastern Michigan Library Cooperative's boundaries who do not qualify for a library card at any Mideastern Michigan Library Cooperative Library Cooperative member library may purchase a non-resident library card for a fee. The fee covers all family members in one household.

Non-Resident Card holders are not eligible for interlibrary loan services outside of GDL's system (MelCat).

## GDL Policy 2.4

### **Lost or Stolen Cards**

It is the patron's responsibility to notify Genesee District Library promptly of a lost or stolen library card. If the loss or theft is not reported, the patron is responsible for all materials charged to the library card.

Patrons will be held responsible for fines levied prior to the date the loss or theft of the library card is reported, as well as the value of any materials borrowed. Patrons will not be held responsible for fines after the date on which the loss or theft is reported.

## GDL Policy 2.5

### **User Records**

Genesee District Library is bound by the **Michigan Library Privacy Act** (PA 455 of 1982) in which a “library record” is defined as a document, record, or other method of storing information retained by the library that personally identifies a library patron including the patron’s name, address, email address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. The Library Privacy Act provides that a “library record” is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court. Accordingly, Genesee District Library will not release nor disclose a “library record” except as provided by the Library Privacy Act or as otherwise required by state or federal law. The Library, however, may use the “library record” for the purpose of retrieving overdue materials, collecting fines, and other library business permitted by law.