



**Branch District  
Library**

www.BranchDistrictLibrary.org

## MEMORANDUM

COLDWATER BRANCH  
(Main Library)  
10 E. Chicago St.  
Coldwater MI 49036  
(517) 278-2341  
Fax (517) 279-7134

ALGANSEE BRANCH  
580-B S. Ray-Quincy Rd.  
Quincy MI 49082  
(517) 639-9830

BRONSON BRANCH  
207 N. Matteson St.  
Bronson MI 49028  
(517) 369-3785

QUINCY BRANCH  
11 N. Main St.  
Quincy MI 49082  
(517) 639-4001

SHERWOOD BRANCH  
118 Sherman St.  
Sherwood MI 49089  
(517) 741-7976

LUCILLE E. DEARTH  
UNION TWP. BRANCH  
195 N. Broadway St.  
Union City MI 49094  
(517) 741-5061

**TO:** BDL Library Board  
**FROM:** Linda Lyshol, Library Director  
**DATE:** June 18, 2018  
**RE:** Proposal for change in Library Card Policy

As we move forward in providing “the people of our communities with library collections and services to meet their educational, informational, and recreational needs,” staff is taking a closer look at BDL’s policies. Obtaining a library card should be barrier-free for residents of Branch County and yet children are not able to have a card unless the child’s parent or guardian has the child’s birth certificate. Our current policy states:

Parents or legal guardians registering a minor must present the minor’s birth certificate, school identification or registration, or some other official document proving guardianship.

While every child has a birth certificate, not every parent or legal guardian carries that certificate with them. This requirement is a barrier to children keeping them from receiving library cards and, ultimately, prohibits them from fully using the library collections and services. We propose eliminating this statement from the policy.



## **Policy**

Branch District Library provides on-site services at all of its branches to any member of the public. However, only people who have applied for and been granted a Branch District Library card may borrow library materials and use certain library-provided online resources. This policy describes the different types of library cards available and the requirements for each.

## **Definitions**

- “Adult” means people age 18 or older
- “Minor” means people under age 18
- “Service Area” means Branch County or the geographic jurisdiction of any other governmental jurisdiction that contracts with Branch District Library for library services

## **Types of Branch District Library Cards**

1. Resident cards
2. Non-resident cards

## **Resident Card Requirements**

- Available to adult and minor residents of the service area
- Available to adult owners of businesses within the service area
- Available to students attending schools within the service area
- Resident cards are free

## **Non-resident Card Requirements**

- Available to adults and minors who live outside the service area
- Available to adult owners of businesses outside the service area
- Annual non-resident cards cost \$40 per year
- Temporary non-resident cards are available for \$10 for 3 months

## **Identification Requirements**

All applicants for library cards must present proof of identity and residence. Other proofs are required as noted below for minors. Acceptable proofs include the following:

- Driver’s license or state personal identification card
- Voter registration card
- Property assessment in the applicant’s name for an address in the service area
- Utility bill in the applicant’s name for an address in the service area
- Current lease, mortgage papers or rent receipts that are officially printed and which show the applicant’s name for an address in the service area
- Students not living within the service area should present official student identification from a school within the service area

- Minors must be accompanied by a parent or legal guardian unless they are:
  - Married, in which case, they must present their marriage license or certificate; or
  - Emancipated, in which case, they must present their emancipation papers
- ~~Parents or legal guardians registering a minor must present the minor's birth certificate, school identification or registration, or some other official document proving guardianship~~

### **Exception**

People who object to applying for, or using, a library card due to religious reasons may still have full library privileges if they provide their reason for objection. The Branch District Library will maintain a record of their name, address, and phone number in the Library's computer system.

*Adopted by BDL Board January 2002  
Amended by BDL Board on June 2002  
Amended by BDL Board on March 21, 2016*