

STAIR DISTRICT LIBRARY REGISTRATION POLICY

Stair District Library issues resident and non-resident library cards. To borrow, reserve or renew materials, all patrons must be registered and present their library card or supply information about their account.

A Library patron is responsible for all materials borrowed on his/her card and agrees to abide by the Library lending rules, policies, and regulations.

1. **REQUIRED INFORMATION:** All patrons are required to supply the following information when registering for a card:
 - a. Full name, including middle name or initial
 - b. Signature
 - c. Current accurate address
 - d. Telephone number (or message number)
 - e. Driver's license or state I.D. number (18 or older)
2. **NEW REGISTRATIONS:** Adult patrons must furnish photo identification such as a driver's license or state I.D. Some form of current address verification, such as a bank statement or utility bill delivered to the current address, must be shown if the current address is not on the photo I.D.
3. **JUVENILE AND YOUNG ADULT REGISTRATION:** Anyone under 18 must have his or her registration form signed by a custodial parent or legal guardian (who must provide the above information), at the library, before being allowed to check out materials or to use a computer.
 - a. Legal guardians must provide proof of guardianship.
4. **CARD USE:** Library card holders are responsible for all materials checked out on their cards. Parents or legal guardians are responsible for materials checked out on a juvenile card. Patrons may have only one library card number at a time.
5. **NEW CARD HOLDERS:** For the first six months, new borrowers are limited to 2 items at any one time. The items must be returned before more items can be checked out. Inter-library loan borrowing is restricted to in-library-use-only for the first six months. At the Library Director's discretion, new card holders' borrowing privileges may be adjusted after two months of regular library use provided they haven't incurred any overdues or lost/damaged fees.
6. **LOST PATRON CARD:** A lost card should be reported immediately. After a one month waiting period (from the time the card is actually reported lost), if the card has not been found, there will be a charge of \$2.00 for a replacement card.
 - a. Once a new card has been issued as a replacement, the old card will be void. If the old card is found, it must be destroyed or returned to the library.
7. **STOLEN CARDS:** Will be replaced at no charge if a copy of the police report is furnished by the patron.

8. **CHANGE OF INFORMATION:** It is the cardholder's responsibility to notify the library of name, address and/or phone number changes. Such changes are made without charge or change of card number.
9. **LIBRARY CARD RENEWAL:** All patrons must produce identification and must clear all outstanding fees.
 - a. Library cards are valid for two years.

RESIDENT CARD

1. Stair District Library serves all residents in the City of Morenci and those areas of Seneca Township and Medina Township in the Morenci School District.
2. An applicant must complete a registration form and present proof of residence in addition to a photo ID. Any of the following pieces of identification will suffice:

Valid drivers' license	property deed
Car registration	current tax receipt
Current telephone bill	checkbook with name & address imprint
Current utility bill	voter registration
Lease agreement	valid Michigan ID card

NON-RESIDENT CARD

1. Any person residing outside of the Stair District Library service area is eligible to obtain a library card at an annual (currently \$40) or bi-annual (currently \$20) rate, as determined by the Stair District Library Board of Trustees.
2. Special Borrowers
 - a) Anyone owning property within the Stair District Library service area, but living elsewhere, may obtain a waiver of the non-resident card fee. Proof of ownership must be shown and recorded on the registration form. This library card is valid for one year.
 - b) An institution or business located within the Library district may obtain a waiver of the non-resident card fee. The institution or business will assume responsibility for any loss or damage to library materials checked out on this card.
 - c) Non-resident Morenci School District teachers and staff may obtain a waiver of the non-resident card fee to borrow Stair District Library materials for professional use with Morenci School District students. The individual will assume responsibility for any loss or damage to library materials checked out on this card.
 - d) Non-resident Morenci School District students may obtain a waiver of the non-resident card fee to borrow Stair District Library materials.

ONLINE REGISTRATION

1. Online library card registration will be offered to district residents so that they may access online materials.
2. Name, address, municipal residency (City of Morenci, Seneca or Medina township), phone number, email address, and category status (adult or child) will be required.
3. Patrons registered online will be issued a library card after providing all required information and following the rules and regulations in this Registration Policy.