

# Policy Manual

## PUBLIC POLICIES

### Policy P1: Library Card Issuance

The persons listed in this policy are eligible for the issuance of a Novi Public Library card. Only individuals are eligible for the issuance of a library card.

#### **Residents of Novi and Novi Business Owners:**

Residents of Novi and owners of businesses that are located in Novi are eligible for library cards. The applicant must present a picture ID and proof of Novi residency and/or business ownership. Proof of residency includes a valid driver's license with a current address, tax receipts, property deed, utility bill, or other documentation reasonably acceptable to Library Administration. Library cards must be renewed annually.

#### **Children under the age of 18 who are residents of Novi:**

Children under the age of 18 who are residents of Novi are eligible for library cards. They must apply at the Library while accompanied by a parent or guardian with a picture ID and proof of residency within Novi. Guardians will be required to present a copy of a current letter of authority or order appointing them as guardian. The parent or guardian must co-sign for the library card and they will be responsible for all debts/obligations/fines incurred by their child and for the return (or loss) of materials borrowed by their child. Under the Novi Code of Ordinances, Section 19-5(d), the parent or guardian of a minor who has borrowed property from the library shall be deemed to be the person to whom the property was lent. Both parents may (but shall not be required to) co-sign for the minor.

#### **Non-Residents who work in Novi:**

Non-residents who work in Novi are eligible to obtain a library card. Proof of employment in Novi and a picture ID are required. Proof of continued employment may be required at each renewal.

#### **Those who live in a different city, but would like to borrow materials from the Novi Library:**

Nonresidents who have a library card from a library that is a member of the TLN network or with whom the Novi Public Library has a reciprocity agreement can use their home library card at the Novi Public Library.

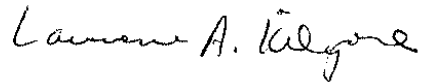
Non-residents whose home libraries are not part of the TLN network may purchase a Novi Public Library card for an annual fee as stated in the Schedule of Loans, Fines and Fees.

**General:**

The library card of any patron may be disabled and access to the Library may be denied for failure to adhere to policies contained in this Policy Manual. The Library Director has the authority to make card revocation and restoration decisions.

Approved: October 1, 2008; Amended: May 1, 2010

Signed:

A handwritten signature in cursive script that reads "Lawrence A. Kilgore".

Lawrence A. Kilgore  
President  
Novi Public Library Board of Trustees