

**COLEMAN AREA LIBRARY**  
**LIBRARY CARD POLICY**

**How to get a Library Card**

People may visit the library during open hours to fill out an application. To apply for a library card the applicant will need a current photo ID (Michigan Driver's License or a State ID card).

**Standard Library cards**

- Standard library cards are free to everyone who lives in and/or pays property taxes to the Coleman Area Library's legal service area: City of Coleman, Warren Township, Geneva Township and a contracted portion of Edenville Township.
- All initial standard library cards are free. If a library card must be replaced for any reason, a fee of \$2.00 shall be charged.
- All library cards issued by Coleman Area Library are valid at participating partners of Valley Library Consortium and on MeLCat.

**Non-residents**

The Coleman Area Library is directly supported through taxes/millage by our service area, which includes City of Coleman, Warren Township, Geneva Township and a contracted portion of Edenville Township. Anyone may use the library's computers (no ID or library card required), attend programs or use our facility, but only patrons living in or owning property in our service area can obtain standard library cards. Anyone living outside our service area who does not have a valid library card from another Valley Library Consortium participating library can purchase a non-resident card.

- Non-residents may purchase cards on an annual basis or six-month basis. Fees charged to non-resident members will be set by the library's Board of Trustees and are subject to review. The current non-resident fee is \$70 per year (\$35 for 6 months) for a family membership. This is the average cost paid by residents within the Coleman Area Library service area through their taxes. Family membership allows each family member at the same address to use the card.
- Non-residents must also provide photo ID showing proof of their current address.

**Minors (under 18)**

All minors applying for library cards must be accompanied by a parent or guardian. A minor is defined as an individual under the age of 18 years, unless determined otherwise by a court order. The parent or legal guardian will be required to present the documentation listed to prove residency.

A parent or legal guardian must sign a minor's application for a library card, accepting responsibility for items borrowed, lost or damaged by the child.

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**Educator Card**

People eligible for an Educator Card are certified school teachers (K-12) and preschool or daycare center instructors who live or work in the library's service area. The Educator Card is free, and it expires annually (12 months after issue or renewal).

Qualified people with an Educator Card can:

- Borrow materials for the classroom without using their personal library card.
- Borrow up to 35 items.

Patrons applying for an Educator Card must list their school and personal address on the application form.

**ID and Address Requirements**

Adults must have Driver's License or State ID or government issued picture ID and proof of address. If the address is not current on Michigan Driver's License or State ID, additional proof of address will be necessary. Proof of address can be made with:

- Listing as homeowner on Midland County Assessor's Property Search (patron's name must be listed as owner or furnish proof of ownership).
- Current lease or deed.
- Most recent utility bill or bank statement (checks are not an acceptable alternative).

**Expiration of Library Cards**

Resident adult and minor cards expire every four years on the anniversary of receipt of card. Non-resident cards expire annually on the anniversary of receipt of card.

**Property**

All library cards are the property of the Coleman Area Library and may be revoked for cause.

**Responsibility**

By accepting possession of a library borrower's card, the patron (or their legal guardian) agrees to accept responsibility for all materials borrowed on this card, including all overdue fines and fees for lost or damaged materials.