SOUTH HAVEN MEMORIAL LIBRARY

Library Card Borrowers' Rights and Responsibilities

The first library card is free and available to all residents in the South Haven Memorial Library (SHML) service area.

- The borrower or his/her guardian is responsible for the security and condition of the materials checked out on the borrower's card.
- Service may be denied to a SHML user who does not return overdue materials, does not pay outstanding fines/fees, removes materials illegally or repeatedly abuses Library policies.
- There is no age limit, however, along with the applicants signature, a guardian's signature is required if the cardholder is under age 18.
- Patrons who live outside the SHML service area may obtain a library card for an annual fee of $58.00. Senior citizens age 62 or older may obtain a library card for $29.00 per annum.
- Replacement fees are $3.00 per library card.
- Identification is needed showing a current mailing address by presenting one of the following:
    - valid Michigan license
    - valid State of Michigan I.D.
    - property tax bill
    - other approved government picture I.D.

    If the applicant presents a valid government issued pictured I.D. <u>without</u> a current address, then two of the following must be additionally presented:
    - a utility bill in the applicants' name with the current address
    - voter's registration in the applicant's name with current address
    - printed checks in the applicant's name with current address
    - hospitalization or insurance card in the applicant's name with current address

Policy revised April 2011