

**Hillsdale Community Library  
Library Card Policy**

**Permanent Residents**

The following persons are entitled to a free library card:

Residents of the City of Hillsdale: Any person permanently residing within the corporate limits of the City of Hillsdale in a home or apartment owned by him or her or which is rented by him or her on a not less than month to month basis, together with all persons permanently residing in the household who are members of his or her immediate family. Immediate family for the purposes of this policy shall mean and include such person's father, mother, husband, wife, child or other blood relative, stepchild or step parent.

Residents of the Township of Hillsdale and Cambria: For the contracted period any person residing within the Township of Hillsdale or Cambria in a home or apartment owned by him or her or which is rented by him or her on not less than a month to month basis, together with all persons residing in the household who are members of his or her immediate family. Immediate family for the purposes of this policy shall mean and include such person's father, mother, husband, wife, child or other blood relative, stepchild or step parent.

Temporary Residents: The following persons are entitled to a temporary resident library card upon payment of a thirty five (\$35) dollar deposit, twenty dollars of which deposit shall be refunded upon surrender of the temporary card and return to the library of all books checked out on the card.

**Non-Residents**

1. Any person who does not fit into one of the above categories must pay an annual non-refundable non-resident fee for library service and to obtain issuance of a non-resident library card.
2. Each non-resident card shall expire one year after the issuance date.
3. A family non-resident card for the fiscal years 2003-2005 shall cost \$35.00 and shall entitle the cardholder and his or her immediate family members permanently residing with him or her to all library services without restriction. Immediate family for the purposes of this policy shall mean and include such person's father, mother, husband, wife, child or other blood relative, stepchild or stepparent.
4. The non-resident fee shall be computed at the beginning of each fiscal year and shall remain in effect until the following July 1. The board shall consider the total library budget, the library tax paid by the City of Hillsdale and the contract amount paid by townships when setting non-resident fees.

**Other Library Card Rules**

1. The person in whose name the card is issued shall be responsible and liable for any and all fines, losses or fees assessed against said card.
2. Any person must show his or her library card to check out materials
3. Replacement for a lost card will cost \$2.00
4. No library card shall be issued to any minor person under the age of sixteen (16) without prior written consent and acceptance of responsibility and liability for all fines, losses or other assessments against the library card by the minor's parent or legal guardian.
5. Library cards shall be issued only after verification of identity, residence address, mailing address and telephone number: home, work or cell. To verify identity a Michigan driver's license with current address or a State identification card are required.