### **Patron Eligibility Policy**

#### **Residents:**

- Resident of the Charter Township of Independence or the City of the Village of Clarkston
- Proof of current residency: Driver's license, or Michigan ID with your current address.
- Driver's license or Michigan ID without current address needs one of the following with your name and current address printed together: Voter's registration card, tax receipt for Charter Township of Independence or the City of the Village of Clarkston, lease/rental agreement, utility bill or recent pay stub.
- Children under the age of 18 with their own valid Driver's license or Michigan ID with their current address may acquire a library card without a parent present.

#### **Clarkston Schools:**

- Children who attend Clarkston Schools are eligible for cards with CIDL, having the same rights as Residents
- Proof of current address and school attendance required. Driver's license of student or parent (Parent/legal guardian needs to be present) Current school report card or student ID

#### **Non-Residents:**

#### **MILibraryCard**

- Need Library card from their home library with MILibraryCard sticker attached.
- Library must be on the list of participating libraries
- Proof of residency required see Proof of Residency (above) for accepted ID.

#### TLN (The Library Network)

- All TLN patrons may use the Clarkston Independence District Library (TLN code: IDPN).
- Need Library card from home library and proof of residency see Proof of Residency (above) for accepted ID.

#### City of Troy

- Patrons of the Library of the City of Troy may use the Clarkston Independence District Library.
- Need Library card from home library and proof of residency see Proof of Residency (above) for accepted ID.
- Patrons will be given the same checkout limits as TLN patrons

# Individuals employed in the City of the Village of Clarkston or the Charter Township of Independence

- May obtain a CIDL card with the same privileges as residents which may be good only at CIDL. \*
- Two pieces of identification will be required:

Proof of employment and proof of address.

Proof of employment will include a pay stub or a letter from employer on company letterhead.

- Proof of address required see Proof of Residency (above) for accepted ID.
- CIDL will honor "Works in" cards issued by Brandon, Orion, Springfield and Waterford.
  - \* Other libraries may choose to honor a "Work in" card issued by CIDL. The card holder should call the library s/he wishes to visit to inquire about that library's current policies.

60 items

#### **Loan Limits:**

Resident card//Clarkston Schools/

Works in CIDL card:

• Springfield Township Library Residents: 30 items

• TLN member library residents (Includes Troy): 30 items

• MILibraryCard: 5 books

## **Fees Policy**

Account balance must be under \$10.00 to check out materials.

Damaged Item: Cost of item & \$2.00 processing fee.

| Materials                | Loan Limits        | Loan Periods |
|--------------------------|--------------------|--------------|
| Books                    | None               | 3 weeks      |
| Audiobooks               | None               | 3 weeks      |
| New DVD/Blu-ray Features | 3 per card         | 3 days       |
| DVDs/Blu-rays            | 12 per card        | 1 week       |
| Music CDs                | None               | 1 week       |
| Magazines                | None               | 1 week       |
| Book Group Kits          | 1 per card         | 6 weeks      |
| Kindles                  | 1 per card         | 2 weeks      |
| Hotspots                 | 1 per<br>household | 1 week       |
| Puppets                  | 2 per child        | 1 week       |
| Video Games              | 2 per card         | 1 week       |

| Literacy Kits          | 2 Per Card | 1 week |
|------------------------|------------|--------|
| Sensory Inclusive Kits | 2 Per Card | 1 week |
| CIDL Vault             | 1 per Card | 1 week |
| Tabletop Games         | No Limit   | 3 days |
| Hammocks               | 1 per Card | 1 day  |
| Laptops                | 1 per card | 1 day  |

<sup>\*</sup>Patrons will be notified if an item they have checked out that is now due has another patron Hold. If the item is not returned within one week of notification, the account will be billed for that item\*