



Requirements for Getting a Resident Library Card

Updated 08/31/2011

Address and Identification Requirements: A current Michigan Driver's License, Michigan Identification Card or pictured identification with current address within the City limits of Hudsonville or in Blendon Township. If patron does not have either of these, at least 2 of the following should be used**

1. Voter registration card with current address printed on it.
2. Current utility bill with current address printed on it.
3. Hospitalization, insurance card or automobile registration with current address on it.
4. Printed checks with current address printed on it.
5. Mortgage/lease agreement with current address.
6. Out-of- state driver's license (used in combination with something above (1-5) that has current address printed on it).
7. Identification card with picture (used in combination with something above (1-5) that has current address printed on it).

Please note that Library cards will not be issued to patrons with outstanding fines, fees or bills from other Lakeland Library Cooperative libraries.

***Patrons who are issued a card using two of the items on the list, have 30 days to get their current address on their Driver's License or ID card, unless there are special circumstances. After that, the card will expire. The Library reserves the right to limit the number of items checked out until they present a current address on their Driver's License or ID card.*

Requirements for Getting a Children's (under 18 years old) Library Card

Children need to be at least 5 years old and be able to print their first and last name on an application form. If they cannot print small enough to fit their full name on the library card, they may use their last initial. There is no grade requirement for a card, only the age. *A parent and/or **legal** guardian must be present to sign the application form and show identification, assuming financial responsibility. If the parent and/or legal guardian does not have a card in the system with their current contact information (address, phone number, DL number) listed, that information must be noted on the child's card in a note.*

Responsibilities when using Library Card

1. Each patron who has a library card is required to use that card when checking out materials, or to show proper identification. (See requirements below)

Gary Byker Memorial Library



2. A patron may check out materials for others on their card, but they must remember that all materials checked out on their card are their responsibility. And, if that cardholder is a minor, the adult co-signer is also responsible. Additionally, this may not be done solely to avoid fines or fees.
3. Patrons may allow other people to pick up materials for them, however, they must sign a “Disclosure of Library Material Consent Form” and have that person listed.
4. If a card is lost, there is a \$2 charge for replacing it. Stolen cards, and cards no longer usable due to normal wear and tear, are free.
5. If a lost and paid item is returned within six months and still in good shape, a refund will be given, minus the appropriate fine.

Requirements for Looking Up a Current Library Card Number

1. Driver’s License or Michigan ID
2. Current utility bill with address printed on it.
3. Hospitalization, insurance card or automobile registration with current address on it.
4. Printed checks with current address printed on it.
5. Student ID with address

We will look up a card twice in a year, the third time the patron is required to purchase a new card for \$2.

HUD library cards for Owners of Real Property of Record within City limits:

Owners of Property must show a Hudsonville City tax bill or be listed on our current tax roll. The property owner will be given one card in their name and must be present to use the card. If they already have a valid Lakeland card, however, a Hudsonville card will not be issued. A note will be put on their existing record stating that they are a property tax owner in Hudsonville.

Business Owners must show a Hudsonville City tax bill and sign an agreement, stating that the business owner is responsible for all fines, fees, lost books, etc. The card will be issued with the name of the Business on the card. The business owner may designate one person other than themselves that can use the card.