

Parchment Community Library Membership Policy

1. General Policy

- Membership cards are in effect for a period of two years unless the member moves out of the Library district.
- Anyone who is 18 or older may obtain a card without the signature of a parent or guardian by presenting a driver's license or state identification card.
- Borrowing privileges are withheld if New Books, Library of Things items, Interlibrary Loan items, or DVDs are 1 week overdue or if all other items are 4 weeks overdue.
- To renew membership, patron must show photo identification with current address.
- Anyone under 18 must have membership applications approved by a parent or guardian. Applications do not leave the library and must be completed at the library. The parent or guardian must present proof of eligibility. If the parent or guardian has a library card, that account must be in good standing before the child's card may be issued.

2. Eligibility

- **Parchment Library District:** All residents of the Parchment Library District (whose boundaries are the same as the Parchment School District) are eligible for membership cards without charge. Identification is required. (See below)
- **Property owners:** Persons owning property or a business in the library district are eligible for membership cards without charge. Proof of ownership (property tax receipts) as well as identification is required.
- **Non-Resident Teachers:** Non-resident teachers employed by the Parchment School District may request a special PCL Teacher's Card which is good for the current school year. Applications will be validated by the teacher's current PSD email address.
- **Parchment School District:** All students, including non-resident students, who are enrolled in the Parchment School District may request a special PCL Student Card which is good for the current school year. Applications will be validated by the student's current PSD email address, student portal, or parent portal.

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- **Limited Juvenile:** Any child aged 10-17 who cannot otherwise obtain a library card may apply for a Limited Juvenile card. This card may be used to check out two books at any one time.
- **Reciprocal Library Patrons:** Residents of the Kalamazoo, Otsego, Plainwell, and Portage library districts are eligible for a reciprocal borrowing card upon presentation of a valid library card and identification.
- **MiLibrary Patrons:** Non-residents from libraries who participate in the MiLibrary Card system (<http://milibrarycard.org>) and who present a valid card from their home library may apply for a reciprocal Parchment Community Library card. In addition to the home library card, applicants must present a Michigan driver's license or a State identification card.
- **Non-Resident Seniors:** Non-residents aged 65 years or older are eligible for a free card. Identification is required.
- **Non-Resident Employees:** Individuals who are employed within the boundaries of the Parchment School District but do not reside within those boundaries may request a free card which may be used to check out two items at any one time. This card does not grant access to ebooks and emedia. Proof of employment and identification are required. Proof of employment may be current paystub with local address or verification from a manager.
- **Non-Residents:** Non-residents may purchase cards on an annual basis, with the same privileges as a resident card. Each card will expire one year from the date of payment, and may be renewed at any time after the expiration date upon payment of another annual fee. Fees charged to non-resident members will be set by the Library's Board of Trustees subject to annual review. The annual fee is determined by calculating the average annual amount a household within the library district pays in property taxes to support the library. The current annual non-resident fee per household is \$125.00. (This fee is set at the September Board meeting each year.)

3. Identification:

- Photo identification showing current address must be presented for those 18 and over.
A driver's license, Michigan ID, Kalamazoo County Identification card, or other photo ID (such as a passport) is preferred.

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- If the photo ID does not show the patron's current address, official mail (such as a utility bill) is acceptable, but personal correspondence is not.
- Property tax receipts are required to confirm a non-resident owns property within the district.

4. Replacement cards: There is no charge for replacement cards.

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	February 12, 1985	May 27, 2008
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	April 12, 1988	May 26, 2015
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