

Otsego County Library

Cardholder privileges

Open access will be allowed to all persons wishing to use materials within the Building. The library will adhere to the Library Bill of Rights and will not deny or abridge a person's right to use this library because of origin, age, background or views.

Cardholder privileges:

Residents

Any permanent resident or property owner in Otsego County will be issued a library card upon presentation of photo identification AND proof of current mailing address. A Michigan Driver's License, postmarked piece of mail, a bill or check may be used as proof of address. An Otsego County Library resident card entitles the holder to receive all services provided by the Library. There will be no charge for the first card; lost or damaged cards will be replaced for a fee.

Non-Residents

- a. **Limited non-resident cards** will provide those services available at the local level, with some limits placed on borrowing privileges. It will not allow access to any database or services that are licensed based on service area, nor will it provide interlibrary loan privileges (for example, MelCat). The library will issue a limited non-resident card to any cardholder in good standing from public libraries in Alcona, Antrim, Charlevoix, Cheboygan, Crawford, Emmet, Grand Traverse, Kalkaska, Montmorency, Oscoda, and Presque Isle Counties that have agreed to reciprocal borrowing. These reciprocal borrowing agreements will be adopted by the respective library boards and remain in effect until either library sends a notice of termination.
- b. **Full service non-resident cards** will be issued to:
 - Persons who attend an educational facility or work in a business in Otsego County. Verification of status will be reviewed annually.
 - Any other Michigan resident who pays a fee that is equivalent to the cost of serving a patron residing in our legal service area. Full service non-resident fees will be set by the Library Board and periodically reviewed.

Temporary Card

A temporary card valid for three months and renewable as needed will be issued on a case-by-case basis when approved by one of the supervisory staff. This card will provide resident privileges, but with a limit of three (3) items checked out at one time. A temporary card may be issued to:

- **A person who has a permanent address in another county or state, but will be residing in Otsego County for a limited period of time** (i.e., foreign exchange students, persons with temporary work assignments). Proper

identification must be presented and the name and address of a local reference must be provided.

- **Persons living in temporary housing in Otsego County with no permanent address.** Examples of temporary housing include: hotels, motels, halfway houses, campgrounds or temporary shelters. A valid ID, temporary address, and a telephone number are required. Verification of the address can be made by seeing a picture ID plus a room receipt, rent receipt, or recent mail received at a local address.

Educator Card

Persons who teach in an Otsego County school or day care may register for a special Educator card so they do not have to borrow items for their classroom on their personal card. Teachers must present a valid ID as well as proof of employment at an Otsego County school. Day care providers must show their State of Michigan license. Educators must have a personal library card, either at OCL or the library where they live. All cards expire on July 31st and may be renewed as needed. Only classroom related materials may be loaned out on Educator cards.

Institutional Card

Businesses, institutions, and organizations who operate in Otsego County may receive an institutional card. These cards may be used by six persons designated on an annual basis and are for professional use only. All circulation policies apply to institutional cards. Cards are not transferable.