



# Sturgis District Library

255 North Street Sturgis, MI 49091

phone: 269-659-7224 fax: 269-651-4534

[www.sturgis-library.org](http://www.sturgis-library.org)

## Library Card Policies

The Sturgis District Library serves the City of Sturgis and the Townships of Sturgis, Sherman and Fawn River through a property tax/millage.

### Obtaining a Library Card.

There are five ways to receive an annual library card and one way for a seasonal card.

1. **Residents** of our service area are eligible for a library card by presenting a current State of Michigan ID with an address within our service area. No Fee to obtain a library card.
2. **Residents** of our service area **who do not have a State of Michigan ID** but do own property may receive a library card with a receipt showing payment of property taxes. That is valid for one card per address. No Fee to obtain a library card.
3. **District Property Owners** may receive a library card by showing proof of tax payment. Family members at the owner's residence may also receive cards. State ID is required . No Fee to obtain a library card.
4. **Non-residents** may obtain a library card following the fee schedule by showing State ID. There is a \$50 per household fee per year.
5. **Vested non-residents** who do not have a State ID are required to present a Utility Bill with their name and address in our service area. There is a \$50 per household fee per year. The address on the Utility Bill may have no more than 2 adult cards and 4 child cards.

Required documents demonstrate a vested interest in the community:  
Utility Bills accepted: Gas, Electric, Cable dated within the last 45 days from within our library district.

6. **Seasonal Non-resident.** Treated the same as #4 Non-residents but with a \$30 annual fee for 4 months.



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## New Library Card Sign-up Procedures

- To keep addresses and phone numbers up to date, card to be renewed annually on birth date of responsible signer. District property owners and non-resident fee cards to be renewed on card issue date anniversary.
- The Sturgis District Library requires a date of birth on all accounts. If it is a juvenile account, the juvenile and parent/guardian birth date must both be on the account. Parent must be present with VALID State ID to renew the child's card.
- Minors must have entered kindergarten to be eligible for a library card.
- **New accounts will have the library card sent to address to confirm residence.**
- **Check outs are limited to one item until library card is presented by patron after receipt in mail.**

## Library Card Usage Rules

- Accounts in collections are blocked and not eligible to be used for circulation.
- When the adult signer of a minor card is in collections, then no new cards may be signed for and existing minor's cards are also blocked.
- When responsible adult is blocked, all attached children are blocked.  
(Resident cards have a Grace Period that lasts until the cards need to be renewed annually on the adult's birthday.)
- The patron who has signed up for the library card is the only person who is allowed to use that card.
- We have contracted with Unique Management Services, a collections agency to recoup losses due to lost materials, fines, damages, etc.
- Materials not returned within 60 days are considered lost and the patron is responsible for all replacement costs and accrued overdue fees.
- There is a 30 Day Wait period for re-Sending library cards to new applicants if returned by USPS.



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## **Temporary Renewal Policy via Email**

**To renew your library card over email, please send us photos of your Michigan State ID, front and back, with a handwritten paper with today's date.**

### **Online Library Card Renewal Policy**

- \* May be used to renew cards for 6 months.
- \* Patron must show ID in person before another Online renewal.
- \* Staff may visit offsite to accomplish this.
- \* Acceptable Michigan State ID may be photographed front and back, then emailed to library.
- \* Photo must include a handwritten paper with the day's date.
- \* A follow-up letter will be sent to the home address on file within 4 weeks to verify address.
- \* If letter is returned then account will be suspended.