

Library Cards

Adopted: Date Not Determined; Amended: 2001 (for Harris Township), April 20, 2017, April 19, 2018, August 16, 2018 (allow resident caregiver to sign for minors)

- Cardholder is financially responsible for material that is checked out until the card is reported lost or stolen.
- Card sharing is prohibited.
- Cards are issued to individuals, not to groups/organizations.

FULL-ACCESS CARDS

1) Adult

To obtain a Library card, applicant must:

- Live in Penn or Harris Township, or have a home Library card from a Library system which is reciprocal with MPHPL (some restrictions may apply)
- Provide required documentation
 - (1) a valid photo I.D. with current address OR
 - (2) a valid photo ID and proof of current address if ID address is not current OR
 - (3) a valid photo ID and a valid resident home Library card for reciprocal applicants

2) Juvenile

- Parent/legal guardian/resident caregiver (aka responsible adult) must be present with minor at time of application
- Responsible adult must provide a signature and appropriate documentation (see above) for any minor under the age of 18 wishing to register for or renew a Library card
- If responsible adult is a card holder, the card must be in good standing in order to authorize a full-access card for his/her minor
- If responsible adult's account is not in good standing, the minor may be issued a Juvenile Limited-Access Card (*see Limited-Access Juvenile*)
- If responsible adult's account becomes delinquent in fees at or above \$50, the minor's card will be changed to Juvenile Limited-Access status (See Limited-Access Cards)

3) Non-Resident

- Indiana residents living outside Penn or Harris townships, as well as Michigan residents, may obtain a Non-Resident Card for an annual fee as determined by the Board of Trustees
- Fee is waived for students/teachers at any school or college in Penn or Harris townships
(*exception: Access does not include ILL requests*)
- Fee is waived for any nonresident library employees of MPHPL
(*exception: Access does not include ILL requests*)
- Expires 1 year after issue

4) Public Library Access Card (PLAC)

- Allows borrowing of materials at any library in Indiana
(exception: Access does not include ILL requests)
- Fee is determined by the Indiana State Library
- In addition to required documentation, borrower must possess a home library card or a non-resident card at any Indiana Library
- Expires 1 year after issue

LIMITED-ACCESS CARDS

1) Computer-Use-Only

- Available to all visitors (regardless of residence) who do not have a full-access card
- Requires a valid photo ID
- For minors (under the age of 18), a parent/legal guardian/resident caregiver must be present and provide a valid photo ID at time of card issuance to minor
- Expires 1 year after issue

2) Digital Cards

- Available to residents of Penn and Harris townships
- Is obtained online through electronic form submission
- Expires 1 year after issue

3) Homebound

- Available to residents of Penn or Harris townships needing delivery due to illness or debilitation
- May not be used to check-out items within our physical facilities
- May be obtained over the phone

4) Juvenile

If responsible adult's account is not in good standing, the minor may be issued a Juvenile Limited-Access Card, which limits check-outs to three items

(exception: media materials are not permitted for check out)

- Responsible adult and child must be present for issuance of card
- If the responsible adult's account becomes delinquent in fees at or above \$50, the minor's card will be changed to Juvenile Limited-Access status
- When the minor becomes of age, any existing fines will be transferred to the responsible adult's account