



Royal Oak

Agenda

Royal Oak Public Library Board of Trustees Subcommittee Meeting

Tuesday, August 27, 2024, 6:30 p.m.

Royal Oak Public Library Friends Auditorium
222 East Eleven Mile Road
Royal Oak, MI 48067

Subcommittee:

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the city clerk's office at 248-246-3050 at least two (2) business days prior to the meeting.

Pages

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|----|--|---|
| 1. | Call to Order | |
| 2. | New Business | |
| a. | Action | 2 |
| | Recommend revisions to Policy 5.11 Registration to the Library Board. | |
| b. | Action | 4 |
| | Recommend revisions to Policy 5.101 Circulation Parameters to the Library Board. | |
| 3. | Adjourn | |

5.11 - Registration

- A. Royal Oak Public Library cards are issued without discrimination to Royal Oak residents and to residents of communities that contract with Royal Oak for library services. Royal Oak Public Library (ROPL) cards are issued to individuals and are non-transferable.
- B. Requirements for a full-service Royal Oak Public Library card are:
 - a. Official identification showing the patron's name and permanent address. The following will be accepted: (These documents need to be shown as proof of residency, but the library does not retain or make copies of these documents.)
 - i. Michigan driver's license or State of Michigan ID card with current residential address. (Post Office boxes are not accepted as valid addresses.) or
 - ii. Picture ID with proof of residency shown by one of the following items: utility bill; copy of lease or mortgage; copy of property tax statement; rent receipt showing address; car registration; postmarked mail.
 - b. Patrons under 12-18 years of age must either have a parent or legal guardian present when applying for a card in person or have the signature of a parent or guardian on their application cards in order the online school library card application to be issued a card.
 - i. When applying in-person, if the parent or guardian is not a current ROPL library card holder, parent or guardian they must show the same proof of residency as required above.
 - ii. The online application requires the parent/guardian driver's license number or valid state ID to be entered.
 - iii. Students who live outside of the City of Royal Oak yet attend Royal Oak Schools can receive a Royal Oak Library Card, valid through July 31 of that school year, using the criteria above.
 - c. Patrons ages 12 and above may use their current school identification, a Michigan Driver's license or a State of Michigan ID to receive a card.
 - d. Students who live outside of the City of Royal Oak yet attend Royal Oak Schools can receive a Royal Oak Library Card.
 - e.c. Patrons who live in Royal Oak but who do not have proof of address yet may register for a library card either online or in person that will be sent via the USPS. Successful receipt of the card will serve as proof of address.
 - f.d. Patrons who do not have a permanent address can obtain a temporary card and must show a photo ID. They must also provide a mailing address (general delivery is acceptable) in order to receive notices. An email address is preferred.
 - g.e. If they do not have a photo ID, 2 forms of valid government identification will be accepted.
- C. Refusal

The Royal Oak Public Library reserves the right to refuse a card to a patron for failure to meet the above requirements.

D. Company/School Library Cards

The library will issue cards to employees of companies or schools that are located in the City of Royal Oak. The registered user is personally responsible for materials borrowed on this card or for other uses of this card.

E. Teachers working in K-12 schools located in the City of Royal Oak will be issued cards allowing 9-week borrowing privileges for print materials from the Royal Oak Public Library's collection that are to be used for their curriculum needs. The card will expire on July 31 of the current school year. Teachers must use the form on our website to apply and will be notified that their card is available for pick-up. When picking up, they will need to show photo ID, and proof of address and a valid school ID. Teacher cards are valid for one year and must be renewed annually using the form on our website. Trending Titles, loans from other TLN libraries and MeLCat loans, Library of Things and Makerspace items are not available with a teacher card.

F. Non-Resident Fees

The fee for a non-resident library card is \$100 per person for one year. Non-resident cards are non-transferable and allow borrowing privileges, computer, and database usage of Royal Oak Public Library materials, but do not guarantee access to other libraries in The Library Network. They do not include MelCat interloan privileges.

G. Temporary Cards

Temporary cards are intended for people who do not have a permanent address. The following limits apply:

- a. 30 day card life
- b. 3 item checkout limit
- c. No holds filled from other TLN Libraries
- e.d. No checkouts from other TLN Libraries.

See also Policy 5.30 for reciprocal borrowing arrangements.

Adopted 02/22/00; rev. 03/23/04; 01/23/07; 02/27/07; rev. 08/26/08; revised 08/24/10; revised 02/22/11; reaffirmed 07/22/14; revised 08/23/16; revised 09/25/18; revised 12/14/21; revised 09/27/22, revised 08/27/24.

5.101 - Circulation Parameters

| Material | Loan Period | 2 Renewals If Not On Hold | Holds Allowed | Restrictions |
|------------------------------|-------------|---------------------------|---------------|------------------------------|
| Book Club Kits | 9 weeks | No | Yes | None |
| Books | 3 weeks | Yes | Yes | None |
| Books, New | 3 weeks | Yes | Yes | None |
| McNaughton Leased Titles | 3 weeks | Yes | Yes | Checkout/return at Royal Oak |
| Audiobooks | 3 weeks | Yes | Yes | None |
| New Audiobooks | 3 weeks | Yes | Yes | None |
| CDs (Music & Spoken) | 3 weeks | Yes | Yes | None |
| New Music CD | 3 weeks | Yes | Yes | None |
| Chromebooks | 3 weeks | Yes | Yes | Checkout/return at Royal Oak |
| DVD/Blu-Ray | 3 weeks | Yes | Yes | None |
| New DVDs | 1 week | Yes | Yes | None |
| JDVD & J Blu-Ray | 3 weeks | Yes | Yes | None |
| New JDVD/Blu-Ray | 1 week | Yes | Yes | None |
| TV Series | 3 weeks | Yes | Yes | None |
| Library of Things Collection | 3 weeks | Yes | Yes | Checkout/return at Royal Oak |
| Magazines | 3 weeks | Yes | Yes | None |

| | | | | |
|--------------------------|---------|-----|-----|--|
| Mobile HotSpots | 3 weeks | Yes | Yes | Checkout/return at Royal Oak |
| Playaways | 3 weeks | Yes | Yes | None |
| Playaway Launchpads | 3 weeks | Yes | Yes | None |
| Playaway Views | 3 weeks | Yes | Yes | None |
| Story Time Together Bags | 3 weeks | Yes | Yes | None |
| Video Games | 1 week | Yes | Yes | Checkout/return at Royal Oak |
| Vinyl Records | 3 weeks | Yes | Yes | Checkout/return at Royal Oak |
| Vox Books | 3 weeks | Yes | Yes | None |
| Woodward Corner Market | 3 weeks | Yes | No | Return @Woodward Corner Market preferred |

Adopted 05/23/00; rev. 02/27/01; rev. 04/24/01; rev. 06/26/01; rev. 01/22/02; rev. 03/25/03; rev. 04/22/03; rev. 09/23/03; rev. 10/26/04; rev. 11/23/04; rev. 06/25/06; rev. 10/24/06; 02/27/07; rev.08/26/08; 03/24/09; 06/23/09; 08/25/09; revised 04/27/10; revised 04/26/11; revised 05/24/11; revised 07/22/14; revised 08/23/16; revised 04/25/17; revised 06/27/17; revised 09/26/17; revised 04/24/18; revised 05/28/19; revised 10/22/19; revised 01/26/21; revised 09/28/21; revised 07/26/22; revised 09/27/22; revised 06/27/23; revised 02/27/24; revised 08/27/24.