

Patron Card Application

DATE \_\_\_\_\_

LAST NAME										FIRST NAME										MIDDLE NAME									
[Grid for name entry]																													

ADDRESS																									APT. NO.				
[Grid for address entry]																													

CITY/TOWNSHIP															ZIP CODE														
[Grid for city and zip code entry]																													

TELEPHONE															BUSINESS/SCHOOL TELEPHONE														
[Grid for telephone numbers]																													

BIRTH MONTH	BIRTH DAY	BIRTH YEAR	FEMALE	MALE	BUSINESS/SCHOOL NAME																								
[ ]	[ ]	[ ]	[ ]	[ ]	[Grid for business/school name]																								

IDENTIFICATION (driver's license, etc.)															BUSINESS/SCHOOL ADDRESS														
[Grid for identification and business/school address]																													

Choose a 4 digit Personal Identification Number (PIN)

[ ] [ ] [ ] [ ]

Email address: \_\_\_\_\_

FOR LIBRARY USE ONLY	
( ) NON-RESIDENT (FEE)	BAR CODE
( ) COURTESY	LOAN TYPE
( ) MICHICARD	STATISTICAL CLASS
( ) TEACHER/CLASSROOM	1
( ) COLLEGE WITHOUT WALLS	2
( ) STUDENT	

FOR ADULTS

I hereby apply for a borrower's card and agree to abide by the rules and regulations of the Library, to pay all fines and damages charged to my card and to give immediate notice of a lost card or change of address. I acknowledge that I have been given a copy of the Internet Policy and I agree to follow its provisions and requirements.

\_\_\_\_\_  
Signature

FOR CHILDREN

When I write my name on this form, I promise to take good care of the materials I use in the library and at home, and to obey the rules of the library.

\_\_\_\_\_  
Child's signature

[Under Section 3 of the Michigan Library Privacy Act, MLC 397-601, et seq., a library may not release a minor child's library records unless the parent or legal guardian of the minor child completes and signs this form.]

I hereby declare that:

(1) I am the mother/father/legal guardian (circle one) of the minor child applying for this library card; and

(2) I accept full responsibility for return of library materials checked out by the above-named child, as well as liability for payment for the child's overdue fines and damaged or lost materials; and

(3) I give consent for the release of all of my child's library records to \_\_\_\_\_

Responsible person's name(s)

Responsible person's signature \_\_\_\_\_

Date of birth: \_\_\_\_\_

Driver's license number \_\_\_\_\_

# Internet/General Computer Access Policy

1. The Harper Woods Public Library purchases Internet connections and provides Internet/general computer access at designated stations. It also provides wireless and direct line Internet connections for personal computer users. All users of the library's Internet connections must agree to follow the library's Internet/General Computer Access Policy.
2. Users must follow all state and federal laws while using the Internet. The library does not condone the use of library owned- or personal computers using the library's wireless or direct line Internet service connections to access, transmit or print material that may be classified as obscene, child pornography, violent or harmful to minors.
3. The library is committed to providing its patrons with an environment that is free of all forms of harassment. All Internet users must respect the rights of other library patrons by observing the rules and regulations of the library, including but not limited to Harper Woods Ordinance Division 5, Section 2-231 (See City Library; free use, regulations).
4. Internet users shall not access Internet sites that harass other library patrons, use computers or computer programs to harass people, damage a computer, alter a computer's settings or infiltrate the library's computer network.
5. The library complies with Michigan Public Act 212 of 2000 by allowing filtered access to the Internet by minors only. The library uses Bess Filtering and PC Reservation Management software to manage Internet use.
6. A parent (or legal guardian) of a minor may choose to allow the minor unfiltered Internet access, provided that the parent or legal guardian directly supervise the minor's Internet use on the same computer used by the parent/guardian.
7. Users shall not misrepresent themselves as another person nor use another person's library card information to access the PC Management computer system. Violation may result in the suspension of computer privileges and/or library use.
8. Material on the Internet may be copyrighted; users must obey copyright laws. It is the responsibility of the patron to determine if the material is protected under copyright.
9. Library staff will be available to help patrons with technical problems; however, staff assistance in navigating the Internet or providing detailed instruction on general computer use may be limited.
10. Violations of the policy may result in the suspension of computer and/or library privileges. Persons whose computer privileges have been suspended may request a review of the suspension by the Library Board of Trustees.
11. Violations may be subject to review by local, state or federal law enforcement agencies.

*Original Policy Adopted by Library Board May 16, 2002*

*Updated January 26, 2006*

*Updated April 19, 2007*