

REGISTRATION POLICY

QUALIFICATIONS FOR LIBRARY CARD APPLICANTS

The Bridgeport Public Library directly serves all residents in Bridgeport Township and Spaulding Township, a contractual service area. Any person residing outside of the direct service area is eligible to obtain a library card without charge if registered with another library in either the White Pine Library Cooperative or Valley Library Consortium (See attached list). Guest cards are available to anyone else for a cost of \$75.00 per year.

Applicants must provide a form of identification with proof of current residential address. Any of the following forms of identification will be accepted as proof of residency:

- Valid driver's license
- Michigan State Identification card
- Voter registration card
- Property deed
- Current tax
- receipt Car
- registration
- Lease agreement
- Current telephone or utility bill

A child under the age of 16 may register for his/her own card in the presence of a parent or guardian who shows proof of residency and who assumes financial responsibility for the child. Children 16 years old may register without a parent or guardian's signature, providing the child can provide the appropriate proof of identification and residency.

LIBRARY CARD REPLACEMENT

If a library card is lost, a replacement fee of \$1.00 is charged. It is the responsibility of each patron to notify the Library immediately if a library card is lost or stolen. An individual patron is responsible for all materials checked out on his/her library card up to the time a card is reported lost or stolen.

CONFIDENTIALITY OF REGISTRATION

It is the policy of the Bridgeport Public Library to preserve the confidentiality of registration records of its patrons to the fullest extent provided by law. To that end, the registration records of the Library shall be released or disclosed only as provided herein:

All patron registration information will be treated by the staff of the Bridgeport Public Library as confidential, including name, address, telephone number, and any other information provided on the registration form. This policy also prohibits the disclosure of whether or not a person has a library card.

REGISTRATION RECORDS -This policy defines "registration record" as any information gathered from the patron on the library card registration form and/or any information records protected by the Michigan Library Privacy Act. For information on non-disclosure of those records, see the "Compliance with the Michigan Library Privacy Act" section of this policy.

NOTIFICATION OF THE DIRECTOR-Any employee of the Bridgeport Public Library who receives a request, or who is served a subpoena, court order, or other legal process to release or disclose any registration record shall promptly notify the Library Director.

ACTION BY THE DIRECTOR-The Library Director shall, in a timely manner, review all requests and orders, consult with an attorney if necessary and respond in an appropriate manner to each such request or court order in accordance with this policy and with the Michigan Freedom of Information Act (1976 Public Act 442, MCL 15.231-15.246).

REQUESTS FOR REGISTRATION INFORMATION-The Library Director shall deny, in writing, all requests for the release or disclosure of registration information unless the Library Director has received the written consent to such release or disclosure from the person(s) identified in the registration records. Patron registration information is considered by the Library Board to be "information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy as exempted from disclosure in the Michigan Freedom of Information Act, MCL 15.243.

FREEDOM OF INFORMATION ACT REQUESTS-The Library Director shall deny, in writing, requests for the release or disclosure of confidential patron registration information.

COURT ORDER FOR PATRON INFORMATION- The Library Director, after consultation and advice from an attorney, shall comply with any subpoena or court order to release or disclose patron registration information.

AUTHORITY FOR POLICY-The authority for this policy is the Michigan Freedom of Information Act, 1976 PA 442, MLC 15.243(1)(a) regarding information of a personal nature where the disclosure would constitute a clearly unwarranted invasion of privacy.

EXEMPTIONS FROM THIS POLICY-The Library will release patron registration information limited to name and address to agents of the Bridgeport Public Library as appointed by the Board of Trustees or the Bridgeport Public Library.

LIBRARIES IN WHITE PINE COOPERATIVE OR VALLEY LIBRARY
CONSORTIUM

- Alma Public Library
- Almont District Library
- Ashley District Library
- Bad Axe Public Library
- Bay County Library System
- Birch Run - Fleschner Memorial
- Breckenridge - Howe Memorial
- Brown City Public Library
- Burt- Taymouth Township
- Caro Area District Library
- CassCity-Rawson Memorial
- Chesaning Public Library
- Community District Library
- Croswell - Aitkin Memorial
- Deckerville Public Library
- Delta College Library
- DeWitt Public Library
- Dryden Township Library

- East Tawas - Iosco Arenac District

- Elsie Public Library

- Fairgrove District Library

- Fostoria - Watertown Township

- Frankenmuth - Wickson District

- Gladwin County District Library

- Harbor Beach Area District Library
- Harrison Community Library
- Hemlock- Rauchholz Memorial
- Imlay City- Ruth Hughes Memorial
- Ithaca -Thompson Home Public
- Kingston - Opperman Memorial library
- Lapeer District Library
- Lexington - Moore Public Library
- Maple Rapids Public Library
- Marlette District Library
- Mayville District Library
- Merrill District Library
- Mid-Michigan Community College
- Midland - Grace A. Dow Library
- Millington Arbela District Library
- North Branch Township Library
- Northwood University
- Ovid Public Library Peck- Elk Township
- Pigeon District Library
- Port Austin Township Library
- Port Sanilac - Sanilac District Library
- Reese - Unity District Library

- Rose City-Ogemaw District Library
- Saginaw Public Libraries
- St. Charles District Library
- St. Johns - Briggs Public Library
- St. Louis - T.A. Cutler Memorial
- Sandusky District Library
- Sebewaing Township Library
- Thomas Township Library
- Ubley - Sleeper District Library
- Unionville - Columbia District Library
- Vassar - Bullard Sanford Library
- West Branch