



LIBRARY CARD APPLICATION

By signing this form, *I acknowledge that I have read the library's Privacy Policy on the back of this application.* Additionally, I understand that: all materials are due back within four (4) weeks of checkout; items can be renewed in person, online, or via telephone for an additional four (4) weeks only if there is not a hold on the item; there will be a charge of .10¢ per day per item that is overdue; In the event of lost or damaged items, I will additionally need to pay for the cost of replacement.

Date : _____

Driver's : _____
License #
Parents if under 18

Full Name : _____

Date of Birth : _____ College Student? : ☐

Full Address : _____

Phone 1 : _____

Phone 2 : _____

Email : _____

Notification Preference : email ☐ SMS ☐ Cell Provider : _____
If applicable

Signature : _____
Parents if under 18

◆ _____ ◆
(Office use only)

Card Number: _____ Patron Type: _____ Payment: _____

PRIVACY POLICY

Confidentiality of Library Records

Hillsdale Community Library staff will not respond to any informal request by a third party for personally identifiable information about any library user. Such information includes database search records, reference interviews, email requests for information, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services. Library documents and records (other than borrowers' records covered by the Michigan Library Privacy Act) shall be available to the public in accordance with the Michigan Freedom of Information Act upon a request which precisely describes the exact library public records desired. Personally identifiable information may be released only to a law enforcement agency after presentation of an order by a court of competent jurisdiction issued in proper form (a court issued subpoena or search warrant) and/or under the provisions of the USA Patriot Act.

Personally Identifiable Information

Hillsdale Community Library will collect only the information needed to contact library users, such as mailing address, email address, phone number, etc., in order to ensure the proper notification, lending, and return of library materials and the collection of fines. Records will be retained for the shortest length of time necessary to facilitate library operations.

Individuals may submit their name, email address, postal address, telephone number, or other identifying information in order to receive library services such as borrowing privileges, access to Internet stations, receiving personal responses to questions, receiving library promotional materials, or being added to specific mailing lists. The library does not sell, rent or otherwise distribute information to outside parties except for possible uses related to the recovery of materials. However, library records may be subject to disclosure to law enforcement officials under provisions of the USA PATRIOT Act and under some circumstances librarians may be forbidden to disclose that certain records have been requested or obtained.

Security of Library Records

The Hillsdale Community Library makes every reasonable effort to protect its network from hackers. Email that people send to the library is not necessarily secure against interception. The library does not require sensitive information such as social security numbers or credit card numbers, and it is advisable not to send such sensitive information by email.

Procedures for Handling Requests for Library Records

Library staff who are approached by a law enforcement officer or agent with any request or court order to examine or obtain the library records of any library user will ask for identification and direct the officer or agent to our Director or other designated person in charge. The Director or the designated person in charge will review the request or search warrant and seek the advice of an attorney.

Search warrants signed by the court are immediately enforceable. Staff will request identification and a copy of the warrant. Staff may request that the agent or officers direct inquiries through the Director or the designated person in charge. The Director or designated person in charge may request time to fax the warrant to an attorney for verification. If the officer or agent wishes to immediately enforce the search warrant, staff should not interfere but should proceed to notify the Director or designated person in charge of the search.