

## NOVI RESIDENT

### Who Can Get This Card:

Novi residents. Children must be able to “sign” their name.

### What You Need to Get This Card:

#### FOR ADULTS AGE 18 & OVER:

- Your valid Michigan driver’s license or state-issued ID showing your current Novi address (or address that pays Novi taxes).

**-OR-**

- Your valid picture identification (passport or out-of-state driver’s license). **-AND-**
- A current (dated within last three months) piece of mail showing your name.
  - If you cannot produce a valid piece of mail as proof of residency, the Library will mail a Verification Postcard to your Novi address, which can be returned in person to the Library as proof of residency at a later date.

#### FOR CHILDREN UNDER AGE 18:

- A parent or legal guardian (official guardianship papers required) must register the child for a library card, with both parent and child present.
- Parent or legal guardian must present their valid Michigan driver’s license and their NPL library card, which must be in good standing.
- Parents or legal guardians who sign the child’s library card become the “Registered Parent” and have access to the account information and are responsible for all materials borrowed.

### Card Privileges

- Card valid for 1 year
- Charge Limit: 100 items
- Holds Limit: 25 items
- Overdue Items Limit: 24 Items
- \$14.99 in fines suspends service
- 1 or more lost items suspends service
- Access To: Books, A/V Items, Kits, Digital Library, Hotspots, Public Computers, Online Databases & Resources, Lakeshore Lending Library

## NOVI SPONSORED RESIDENT

### Who Can Get This Card:

A Novi resident affected by special circumstances (i.e. temporarily or permanently homebound; exchange student or temporary resident residing in a host household of a Novi resident; etc.) who obtains a Sponsor who will take responsibility for their library card. **Either the Sponsor or the Sponsored Resident MUST be a Novi Resident.**

### What You Need to Get This Card:

#### FOR BOTH THE SPONSORED RESIDENT & THE SPONSOR:

- Your valid Michigan driver’s license or state-issued ID showing your current Novi address (or address that pays Novi taxes).

**-OR-**

- Your valid picture identification (passport or out-of-state driver’s license). **-AND-**
- A current (dated within last three months) piece of mail showing your name.
  - If you cannot produce a valid piece of mail as proof of residency, the Library will mail a Verification Postcard to your Novi address, which can be returned in person to the Library as proof of residency at a later date.

### Card Privileges

- Card valid for 1 year
- Charge Limit: 100 items
- Holds Limit: 25 items
- Overdue Items Limit: 24 Items
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## SHARED SYSTEM (SAS) GUEST

### Who Can Get This Card:

Non-Novi residents who have a library card from one of these The Library Network (TLN) standalone libraries:

- Birmingham Baldwin
- Bloomfield Twp
- Brandon Twp
- Canton
- Clarkston
- Dearborn: Bryant, Centennial, or Esper
- Farmington
- Farmington Hills
- Fowlerville
- Grosse Pointe: Central, Ewald, or Woods
- Hamburg
- Howell Carnegie
- Northfield Twp
- Orion Twp
- Pinckney
- Plymouth District
- Rochester Hills
- Saline District
- Southfield
- West Bloomfield: Main or Westacres Branch
- Westland
- Ypsilanti District

### What You Need to Get This Card:

- Your valid Michigan driver’s license, passport, or state-issued ID with your current home address.

**-AND-**

- Your valid home library card from one of the above The Library Network (TLN) standalone libraries.

### Card Privileges

- Card valid for 1 year
- Charge Limit: 10 items
- Holds Limit: 3 items
- \$4.99 in fines suspends service
- 1 or more lost items suspends service
- Access To: Books, A/V Items, Kits, Public Computers

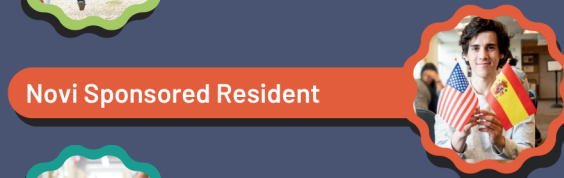
**Your home library card is registered as a guest card in our system and is not connected to your home library’s system. Items you have checked out at your home library will not show up in your NPL account and vice versa. NPL library materials must be returned ONLY to NPL.**



# Library Card Options & Privileges



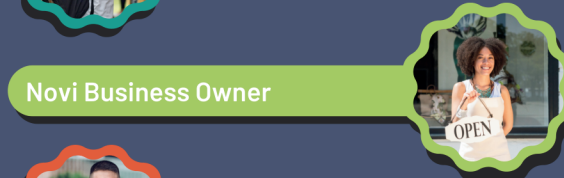
Novi Resident



Novi Sponsored Resident



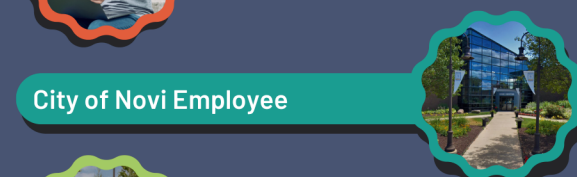
Shared System (SAS) Guest



Novi Business Owner



Employed in Novi



City of Novi Employee



Purchase an Annual NPL Card

**A scannable library card must be presented for all services.**

45255 Ten Mile Rd  
Novi, MI 48375  
248-349-0720  
novilibrary.org

Monday - Thursday	10am - 9pm
Friday & Saturday	10am - 6pm
Sunday	12pm - 6pm

NOVI BUSINESS OWNER	EMPLOYED IN NOVI	CITY OF NOVI EMPLOYEE	PURCHASE AN ANNUAL NPL CARD
Who Can Get This Card:	Who Can Get This Card:	Who Can Get This Card:	Who Can Get This Card:
<p><b>Business owners who may live in The Library Network (TLN) service area.</b></p> <p>They can keep their home library card for personal use and obtain a <b>Novi Public Library card valid ONLY at NPL for business use.</b></p>	<p><b>A person employed in Novi.</b></p> <p>They <b>cannot</b> live in The Library Network (TLN) service area and <b>cannot</b> have a home library card from either a shared system or standalone TLN library. <b>The NPL card is valid ONLY at NPL.</b></p>	<p><b>A City of Novi employee may live in The Library Network (TLN) service area.</b></p> <p>If the employee already has a library card from their home library within the TLN network (either shared system or standalone library), <b>they are welcome to use that library card for most services at the Novi Public Library.</b></p> <p>If they prefer full Novi Public Library services to those provided by their home library, <b>they MUST give up their home library card for a Novi Public Library card and will receive full privileges valid ONLY NPL.</b> They can only have one library card in the shared system.</p>	<p><b>Non-Novi resident who may or may not live in The Library Network (TLN) service area.</b></p> <p>If the non-resident already has a library card from their home library within the TLN network (either shared system or standalone library), <b>they are welcome to use that library card for most services at the Novi Public Library.</b></p> <p>If they prefer full Novi Public Library services to those provided by their home library, <b>they MUST give up their home library card for a Novi Public Library card and will receive full privileges valid ONLY at NPL, for an annual fee.</b> They can only have one library card in the shared system.</p> <p>Non-residents whose home library is not part of the TLN network <b>may purchase a Novi Public Library card and will receive full privileges valid ONLY at NPL, for an annual fee.</b></p> <p>The annual fee is stated in "Borrowing Periods, Renewal Limits, Holds, Fees &amp; Guidelines."</p>
What You Need to Get This Card:	What You Need to Get This Card:	What You Need to Get This Card:	What You Need to Get This Card:
<ul style="list-style-type: none"> <li>Your valid Michigan driver's license, passport, or state-issued ID with your current home address.</li> </ul> <p><b>-AND-</b></p> <ul style="list-style-type: none"> <li>Incorporation Papers <b>-OR-</b> Tax Bill (showing Novi address) that includes:               <ul style="list-style-type: none"> <li>Owner's Name</li> <li>Business Name</li> <li>Business Address</li> <li><b>NOT ACCEPTABLE: Business Cards or Business Utility Bills</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Your valid Michigan driver's license, passport, or state-issued ID with your current home address.</li> </ul> <p><b>-AND-</b></p> <ul style="list-style-type: none"> <li>One of the following (showing Novi address):               <ul style="list-style-type: none"> <li>Current (dated within last three months) official business letter signed by the company or Human Resources representative.</li> <li>Current (dated within last three months) paycheck</li> <li><b>NOT ACCEPTABLE: Business Cards or Employee ID Badge</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Your valid Michigan driver's license, passport, or state-issued ID with your current home address.</li> </ul> <p><b>-AND-</b></p> <ul style="list-style-type: none"> <li>Official City of Novi employee badge.</li> </ul>	
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