



ADAMS-PRATT OAKLAND COUNTY LAW LIBRARY
Library Card Application Form

For Current Oakland County Employees

EMPLOYEE'S NAME	
HOME ADDRESS - LINE 1	
HOME ADDRESS - LINE 2	
CITY, STATE, ZIP CODE	
E-MAIL ADDRESS	
WOULD YOU LIKE TO RECEIVE LAW LIBRARY UPDATES THROUGH YOUR EMAIL?	YES _____ NO _____
PHONE	HOME WORK MOBILE
OAKLAND COUNTY DEPARTMENT	
LIBRARY PASSWORD (MANDATORY) PLEASE ENTER AT LEAST EIGHT CHARACTERS FIRST AND LAST CHARACTERS MUST BE LETTERS ONE LETTER MUST BE A CAPITAL LETTER DON'T USE A COMMON WORD OR PART OF YOUR NAME	

Your Responsibilities as an Employee Cardholder...

- To assume financial responsibility for all materials checked out with your Law Library card, including payment for lost or damaged materials, overdue fines and processing fees. Fines and fees not paid within the prescribed period of time may result in a suspension of your Law Library privileges. See policy at: <https://www.oakgov.com/lawlibrary>
- To give immediate notice of a lost or stolen Law Library card. Your Law Library card should be treated like a credit card, because anyone who uses it has access to your library record and borrowing privileges.
- To notify this Law Library of any change of address, phone number, email address or employment.
- To abide by the Law Library's Circulation policy and Code of Conduct. Responsibility for the choice of borrowed materials rests with the cardholder.

Applicant's Signature _____ Date _____

WORK-RELATED LIBRARY CARD BARCODE:

PASSWORD:

DATE PROCESSED / INITIALS:

PERSONAL-USE LIBRARY CARD BARCODE:

PASSWORD (SAME AS ABOVE):

DATE PROCESSED / INITIALS:

ENVISIONWARE:

LDAP:

EZPROXY:

GOV DELIVERY:

ADAMS-PRATT OAKLAND COUNTY LAW LIBRARY

Employee Cardholder Information

How Long May Law Library Items be Checked Out?

Law Library materials designated as circulating items may be checked out for **21 days**. A Law Library employee cardholder may have a maximum of **50** circulating items checked out at any one period of time.

Law Library employee cardholders may place holds on circulating items. When a requested item becomes available, Library staff will notify the employee, and the item will be held for a period of **seven days**. If the employee does not pick up the item from the Law Library after seven days, the item will be re-shelved.

Checked-out items may be renewed if no new holds have been placed on these items by other patrons. A maximum of **three renewals** of a checked-out item are permitted.

How are Overdue, Lost, Damaged, or Non-Returned Law Library Items Handled?

Items checked out by Oakland County employees for *work-related use* must be returned by their due dates, unless arrangements have been made with the Library for a time extension on the loan period. If the County employee cardholder has obtained a time extension for checked-out, *work-related* items, overdue fines will not be assessed.

Fines for overdue, *personal-use* items checked out by Oakland County employee cardholders are assessed at a rate of **fifteen cents per day, per item**.

60 days after the due date, an invoice of a **\$35.00** item replacement charge plus an additional processing charge of **\$15.00** for each non-returned or lost item will be sent to the County employee cardholder. If the item is returned in good condition, the replacement and processing charges can be waived.

NOTE: If the employee cardholder's non-returned, lost or damaged item is *work-related*, the Law Library reserves the right to invoice the employee's County department for item replacement and processing charges.

Suspension of Borrowing Privileges

Borrowing privileges of an Oakland County employee cardholder will be suspended when the employee is invoiced for all *personal-use* items. Upon return of these items in good condition, or upon payment of the assessed fines, this suspension will be lifted.

Borrowing privileges of an Oakland County employee cardholder for *work-related* use may be suspended when the employee's County department is invoiced for all lost items. Such suspensions will be handled on a case-by-case basis. Upon return of these items in good condition, or upon payment of the items' replacement and processing costs, this suspension will be lifted.

Oakland County employee cardholders with fines of **\$15.00** or greater will have all Law Library privileges suspended until their fines are paid off in their totality.