



**ADAMS-PRATT OAKLAND COUNTY LAW LIBRARY**  
**Library Card Application Form**

*For Individuals Who Live, Work, Attend School or Own Property in Oakland County*

APPLICANT'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
<b>LIBRARY PASSWORD (MANDATORY)</b> 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	

*If you DO NOT live in Oakland County, do you...*

Work in Oakland County? Please enter your employer's name and address:

\_\_\_\_\_

Attend school in Oakland County? Please enter name of school:

\_\_\_\_\_

Own property in Oakland County? Please enter property address:

\_\_\_\_\_

***Your Responsibilities as a Cardholder...***

- To assume financial responsibility for all materials checked out with your Law Library card, including paying 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 or email address.
- 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 \_\_\_\_\_

**YOUR LIBRARY CARD BARCODE:**

**YOUR PASSWORD:**

**DATE PROCESSED / INITIALS:**

ENVISIONWARE:

LDAP:

EZPROXY:

GOV DELIVERY:

## ADAMS-PRATT OAKLAND COUNTY LAW LIBRARY

### 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 cardholder may have a maximum of **50** circulating items checked out at any one period of time.

A Law Library cardholder may place holds on circulating items. When a requested item becomes available, Library staff will notify the cardholder, and the item will be held for a period of **seven days**. If the cardholder 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, Damaged, Lost, or Non-Returned Law Library Items Handled?

Fines for overdue items are assessed at a rate of **fifteen cents per day, per item**. **Overdue fines will accrue until all overdue items are returned**. Cardholders will continue to receive notifications for all overdue items until they are returned to the Law Library.

Cardholders will be charged to replace a checked-out Law Library item that is lost or not returned **60 days after its original due date**. An invoice of a **\$35.00** item replacement charge, plus an additional processing charge of **\$15.00** will be sent to the cardholder, and borrowing privileges will be suspended.

Cardholders with at least one lost item or fines more than 60 days old may be referred to a collection agency, based upon a review by Oakland County Corporation Counsel.

**NOTE:** If the overdue item is returned in good condition, the replacement and processing charges can be waived and borrowing privileges restored.

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