



Property Tax Library Card Policy

(09/2012, revised 10/20/2015)

If a City of Hudsonville property owner living outside of the city limits requests a card for their use, the patron agrees that s/he is responsible for any fines, fees, or lost/damaged items on the account. These cards may be used by family members residing with the patron at the discretion of the person and **must be presented** at the time of checkout.

1. The patron must present a government issued photo identification with the patron's current residential address.
2. The patron must also present a current receipt in the patron's name for property taxes paid to the city of Hudsonville, listing the address of the city of Hudsonville property.
3. A patron who has a library card from another LLC library may also receive a Gary Byker Memorial Library property tax patron card if s/he pays city of Hudsonville property taxes.
4. Property tax cards expire annually.
5. Per LLC policy, property tax patrons may be allowed to place holds for pickup only at the issuing library.
6. Per LLC policy, property tax patron records will exist as separate patron records in the shared online system and a note will be placed in the record to identify them as such.

To renew a property tax card, the owner must visit the library in person and present ID and a current receipt in the patron's name for property taxes paid to the city of Hudsonville. Proof of such may also be sent via fax or email.

Property Tax Library Card Registration

Name of Patron: _____

Residential Address: _____

City: _____, State: _____ Zip _____

Phone: _____ Driver's License #: _____

Birthdate: _____ Gender: _____

Any existing Lakeland Library Barcode: _____

Property Tax Address: _____, Hudsonville, MI 49426

Property Tax Library Cardholder Agreement:

As a Gary Byker Memorial Property Tax cardholder, the patron is entitled to use the services of the Gary Byker Memorial Library, and may place holds only on Gary Byker Memorial Library materials, subject to the rules and procedures of the library.

As a property tax owner, I agree to be responsible for the return of, and for any loss of or damage to, all materials and equipment borrowed with the property tax card. I will pay any fees or charges established under those rules and procedures.

This card may be used by family members residing with me at my discretion. **Possession of the property tax card implies my consent for its use.**

SIGNATURE OF PATRON:

X _____ Date: _____

Internal Use Only: Procedure of data entry for Property Tax Library Cards:

1. Expiration date June 30 of the upcoming year.
2. PCODE 1 & 2 are entered as per patron information above.
3. PType is entered as per patron information above. (this allows holds and collections)
4. Birthdate is entered as per patron information above.
5. PCODE 4 is entered as for the Property Tax Address: 167 (Blendon) or 168 (Hudsonville).
6. NAME is the full legal name as listed above.
7. Mailing Address is the patron's home address as listed above. (ALT ADDRESS will be the Property Address)
8. Phone is the phone number for the patron as listed above.
9. Use the DL# of patron as listed above.
10. Assign the patron a regular GBML patron barcode and write their legal name on it. Note: it is permissible for them to have two library cards in the system – one for their home library and one for GBML. There is no need for a note on their previous card.
11. Do not set a PIN unless authorized by the patron.
12. Enter an ALT ADDRESS as the Property Tax Address listed above.
13. Add Message to Patron Record which says **"PROPERTY TAX PATRON. CARD VALID ONLY AT GARY BYKER MEMORIAL LIBRARY. PARON MUST HAVE CARD IN HAND TO USE."** This message should never be removed.