

MichiCard Borrower Procedures

- Ascertain that the patron is from a current MichiCard participating library from the state maintained directory (www.michigan.gov/hal) and is registered as a MichiCard patron by verifying the MichiCard sticker on the patron's home or college library card. (Note: To access the Directory of Participating MichiCard Libraries use the aforementioned web site and follow the link "Libraries, Libraries & Media Specialists" and then the link "MichiCard.")
- Verify that the patron is not already a registered borrower in the Lakeland Library Cooperative.
- If the patron is NOT registered, follow local/LLC registration procedures.
- Record the patron's home library and home library card number in a note field. The expiration date should be one year from the date of issue.
- Use a Lakeland Library Cooperative Card for MichiCard Borrowers (blue), attach a LLC MichiCard barcode (2 9999 ...), have patron sign the card and affix your library three letter code label to the back of the card.
- Per local policy use one of the following for P-Type:
 - 240 MichiCard Adult
 - 246 MichiCard Juvenile
- Set P Message to "h" or "MichiCard Patr" or use a pop-up message to identify the patron as a MichiCard patron.
- Set PCode4 to "372" or "MichiCard"
- In a note field, type "MichiCard borrowing privileges established at the following LLC libraries:" with your two letter library code following (with date and staff initials). (Additional libraries may append to this note with their two letter codes, date, and staff initials)
- Inform the patron that the Lakeland Library Cooperative Card for MichiCard Borrowers may not be honored at all LLC member libraries as all LLC libraries do not participate in the MichiCard program.
- Patron should also be informed that *checking* out of materials at LLC libraries is subject to local policy and procedure governing MichiCard borrowers. (Only print materials are covered by the reimbursement policy of the State of Michigan. LLC libraries may choose to circulate other locally owned items at their own risk.)
- Twice each year, in February and August, Lakeland Library Cooperative staff will generate and make available to all LLC MichiCard participating member libraries a list of all MichiCard patrons that owe money.

- If reimbursement is received by the State of Michigan for lost materials, the owning library must add a note stating "Reimbursement by State of Michigan Received" with the amount reimbursed, date, library, and staff initials.
- If payment for lost materials, fees, collection charges, etc. (not including overdue fines) are collected and due to another LLC library, a LLC Universal Payment Form must be completed and routed appropriately (regardless of whether State of Michigan reimbursement has been received).
- For any Michigan library materials returned to your library, the materials should be returned to the owning library via U.S. Mail or a shipping company such as UPS, DHL, etc.

Effective September 2005