

MiLibraryCard Borrower Procedures

- Ascertain that the patron is from a current MiLibraryCard participating library from the MiLibraryCard website (<http://www.milibrarycard.org/>) and is registered as a MiLibraryCard patron by verifying the MiLibraryCard sticker on the patron's home library card. (Note: To access the Directory of Participating MichiCard Libraries use the aforementioned web site and follow the link for "Participating Libraries")
- 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 MiLibraryCard Borrowers (blue), attach a LLC MiLibraryCard barcode (prefix 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 MiLibCard Adlt
 - 247 MiLibCard Juv
- Set P Message to "h" or "MiLibCard Patr" or use a pop-up message to identify the patron as a MiLibraryCard patron. Set the MBLOCK field to "m" so that patron cannot use self checkout at another library. Do not overwrite a collection agency block "c".
- Set PCode4 to "372" or "MiLibCard"
- In a note field, type "MiLibraryCard 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 MiLibraryCard Borrowers may not be honored at all LLC member libraries as all LLC libraries do not participate in the MiLibraryCard program.
- Patron should also be informed that checking out of materials at LLC libraries is subject to local policy and procedure governing MiLibraryCard borrowers. (Only print materials are covered in the MiLibraryCard program. LLC libraries may choose to circulate other locally owned items by local policy.)
- If payment for lost materials, fees, collection charges, etc. (not including overdue fines) are collected and due at another Lakeland member library, the owning library has 6 months in which to bill the collecting library per Lakeland circulation policy (CIRC 3.3)
- For any Michigan library materials returned to your library, the materials should be returned to the owning library via U.S. Mail, RIDES or a shipping company such as UPS, DHL, etc.