

Who can get a Library Card?

A library card, including full reciprocal privileges with other Library Network libraries, is available to those who reside in Madison Heights, or own property in Madison Heights. You need to prove residency or payment of property taxes in Madison Heights to get a library card. Provide one:

1. Michigan driver license or state ID that shows a Madison Heights address as your official residence.
 2. Picture ID and lease or rental agreement for an address in Madison Heights that has your name listed.
 3. Picture ID and an invoice from a natural gas, electric, or cable company for your address. This invoice must be in your name.
 4. Picture ID and a paid tax receipt in your name for a Madison Heights address.
- A limited use library card is available for students in grades K – 12 that attend school but do not live in a TLN library community. This card is only for materials that are owned by the Madison Heights Public Library. Student cards expire at the end of the school year. This card also allows one hour of use on a public computer.
 - A Business card is available for those that work in Madison Heights but do not live in a TLN community. This card is good for one year and is limited to Madison Heights materials. You must provide proof of employment at a Madison Heights address. A letter signed by the employer on company stationery will be accepted. This also allows one hour of use on the public computers
 - A special agreement allows Troy resident with a Troy library card to check material out from the Madison Heights Public Library, though they do not have public computer privileges.
 - The Library does not participate in the MILibraryCard program. Non-resident may elect to pay an annual fee to borrow library materials. Ask the staff for details.

Where do I return materials?

Materials may be returned to the Book Return at the circulation desk during hours that the library is open. You may also return materials to the Library at the Book Drop [the metal slot through the wall] located on the north entrance of the Library. Returns can be made at a library that is a member of The Library Network.

**Please note:* “If you return material to a library that is not part of The Library Network Cooperative, the material can’t be discharged until received at Madison Heights Public Library and you will be responsible for any fines or overdue charges that are assessed.

I can’t find what I’m looking for. Is there a way to get it?

If you are in the library, check with one of the Reference staff. They can tell you if the material is checked out or missing. If the book is checked out, they can place a reserve on the book for you. You will be notified when the book becomes available. If the book is missing, the library staff can help you to determine which nearby libraries have the book or you can place an intra-library loan request for the book. You will be notified when it is received. Requests can be made through the Library Catalog

How to check materials out of the library?

Materials can be checked out at the Circulation desk or you may use the self-check that is located between the Circulation Desk and the exit doors. You must have a valid Madison Heights library card or a valid library card from a library that is a member of The Library Network with reciprocal privileges.

How to pay fines at the Madison Heights Public Library

You may pay in the library for any overdue fines from Madison Heights or any shared system TLN library with either cash or a personal check with valid MI driver license or MI State ID. We can accept payment for lost and damaged materials that belong to Madison Heights Public Library **ONLY**.

Fines for lost and damaged material that belongs to a library other than Madison Heights must be paid to the owning library.

Please Note the Following:

1. The Madison Heights Public Library *cannot accept Canadian bills or coins.*
2. We cannot accept large denomination U.S bills. A \$50 bill will only be accepted if the change required is less than \$20.00 since we do not have the means to make change for it.
3. The library cannot accept credit or debit cards. Please note the directions below if you need to use a card to pay for fines or materials belonging to the Madison Heights Library

A single fine of \$5.00 dollars or larger or individual fines (up to 10) where the combined total is at least \$5.00 can be paid via a credit card, a debit card, or a PayPal account by clicking on the [“My Account”](#) tab in the Library catalog.