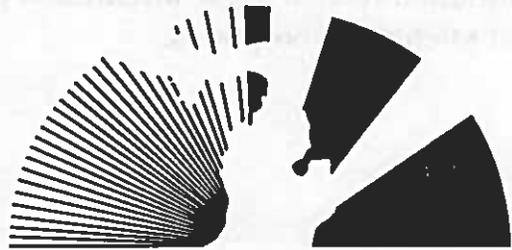


**Library of
Michigan**



**Library of
Michigan**

**717 West Allegan Street
P.O. Box 30007
Lansing, MI 48909-7507**

517-373-1550

<http://www.libofmich.lib.mi.us/publications/micard.html>

MichiCARD

**Guidelines for
Participating
Libraries**

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Library of Michigan Responsibilities

- The Library of Michigan will provide statewide direction and coordination of the MichiCard project and shall:
 - Develop guidelines for implementation.
 - Produce informational and promotional materials including MichiCard cards, stickers, posters, flyers, guidelines, news releases and related printed materials.
 - Prepare and distribute a list of participating libraries in the MichiCard project on a regular basis.
 - Develop and provide all necessary applications, agreements, statistical collection forms, reimbursement claims forms and procedural guidelines.
 - Prepare and distribute annual evaluations, statistics and information related to the MichiCard project.
 - Accept all MichiCard borrowers.

return the borrowed material. To comply with the Michigan Library Privacy Act, a lending library may not disclose information that links a person's name to the description of the loaned materials.

- If materials are still not returned, the participating home library may suspend borrowing privileges on the borrower's MichiCard for:
 - Non-return of overdue materials.
 - Refusal to pay the overdue fee charges.
- In all cases, the individual borrower is responsible for overdue materials, overdue fees and for lost materials.

Reimbursement for Lost Printed Materials

- After both the lending and home libraries have exhausted all normal means of obtaining delinquent materials from the MichiCard borrower, the lending library may submit a MichiCard Claims Form to the Library of Michigan. Each item lost must be listed individually, and whenever possible documentation should be provided to support the amount to be reimbursed for each printed item. There is a \$200 maximum reimbursement per item.

Requirements – Continued Services

- All participating libraries must continue to maintain local services, programs and collections. The MichiCard project cannot be used by a library to reduce or not improve the level of local services due to its participation.
- The MichiCard project shall not infringe upon or affect any existing contractual agreements in the participating library's service area. Residents of contract service areas are eligible for a MichiCard only while the contract is in force.
- Participating libraries shall keep appropriate records and statistics for project evaluation and monitoring.
- Participating libraries agree to complete a brief annual survey form relating to MichiCard activities.

Background

One of the greatest assets of Michigan is its many libraries. Provision of walk-in access and borrowing privileges is one vital part in assuring that Michigan citizens can obtain the information they need. The need for a statewide library card was reported in **Information at Risk: Michigan Libraries in the 1990's**, the Library of Michigan Board of Trustees Task Force study of library service to Michigan residents. Representatives of all types of libraries recognized this common area of interest.

Establishment of a statewide library card project and borrowing program was recommended by the Task Force as a method for improving access for Michigan citizens to the resources and information housed in Michigan libraries.

During its 1988-89 session, the Michigan legislature supported a pilot concept and authorized an initial state appropriation for this project. In order to support the local funding of Michigan public libraries, the MichiCard program of expanded access was developed for borrowers in good standing, to be offered only through their local library. Participation is not required but is a decision made by each library. The Library of Michigan administers the program, and a Statewide Library Card Advisory Committee provides assistance in development and implementation of operating policies and procedures.

Purpose

The voluntary participation of a library in the MichiCard statewide library card program provides a key to resources and information housed in Michigan's libraries for many state residents. Through the increased availability of resources in participating libraries, library users have a "passport" to an expanded collection of knowledge and information. Increased library access and resultant good will helps to enhance the positive image of Michigan libraries, as well as providing improved library services for state residents.

MichiCard Provisions

- A voluntary program.
- All rules, policies and restrictions normally imposed by the local library will apply to persons presenting the MichiCard.
- The library will issue the MichiCard card or affix the MichiCard sticker to the individual library cards held by borrowers in good standing who are residents living in the library's legally established service area or attending school in that service area. The library "service areas" are defined as the institution's legally established service area.

• Libraries **MAY NOT** issue a MichiCard or sticker to any nonresident who does not live in their service area or provide financial support for the library.

- MichiCard users must register at each library that they use.
- MichiCard borrowers will not be charged a non-resident fee when borrowing books from participating libraries.
- Printed materials will be made available to MichiCard borrowers, unless local library policies also permit the loaning of other types of library materials to nonresidents.
- The Library of Michigan will provide reimbursement semiannually to participating libraries for lost printed materials only.
- The Library of Michigan will reimburse participating libraries annually for postage costs associated with returning materials to another participating library.

Library Eligibility

- Any public library that wishes to participate voluntarily in the project must meet the state aid guidelines.
- Libraries wishing to participate must file a Board Resolution approved by its policy board which contains the basic agreements required for the statewide card project. Academic libraries must provide a resolution signed by the librarian and the institution's chief academic officer.
- Libraries wishing to withdraw from the program must also provide a board resolution stating their intent to withdraw.

Requirements – Card Issuance

- The local library issuing a MichiCard should obtain the following information, if not already listed in the file of borrowers:
 - Borrower's name, address, zip code and phone number or information that adheres to local library policy.
 - Borrower's driver's license, Michigan I.D. card or other proper identification. An adult parent or guardian should sign for children under age 18 (or the library will follow its own local policies for such cases).
 - Assign a specific future expiration date, if appropriate.
 - Add all appropriate data to the MichiCard, or affix the MichiCard sticker to the local library card.

Requirements – Circulation

- Participating libraries normally will lend only printed materials to nonresidents presenting a MichiCard, but some libraries may loan other types of resources if their local policies permit.
- The rules of the lending library will apply to any loans made through MichiCard.

Requirements – Return of Materials/Overdues

- Printed materials should be returned to the library from which they were borrowed. However, if they are returned to another participating library, the returning library can be reimbursed for the postage cost.
- Overdue notices will be prepared by the lending library and sent directly to the MichiCard borrower.
- The lending library may charge an overdue fine to a MichiCard borrower for late returns to their library. The overdue charges are levied at the rate set by library policy.
- The lending library may notify the MichiCard borrower's home library when the final overdue notice is sent. The home library that issued the MichiCard is expected to contact the borrower and strongly urge compliance with the request to



List of Benefits Resulting from *MichiCard*

- Opens the doors of other public and academic libraries to your local patron.
- Attracts first-time patrons to the library.
- Builds upon the positive image of the library thru public awareness that recognizes the valuable resources and services of libraries statewide.
- Provides greater equality of access to information and knowledge available in public and academic libraries.
- Recognizes the importance of linking public and academic libraries in a statewide resource sharing network.
- Promotes patron confidence and perceptions that their state tax income is being used to provide statewide walk-in access to desired resources.
- Fosters public relations which promote local library programs and services.
- Encourages the physical walk-in and pick-up of materials thus easing staff interlibrary loan activity.
- Stimulates interest in research, reading and the use of resources.
- Maintains local policies and rules of the library.
- Provides potential opportunities for cooperation and participation among public and academic libraries.
- Provides reimbursement for lost printed materials and for postage.



MichiCard Options

Various Options for Handling a *MichiCard* Patron

The following statements provide lending options that a public library may consider when circulating materials to a *MichiCard* user.

I. Manual System

- The local library may issue a local borrowing card without a *MichiCard* sticker.
- A *MichiCard* patron is issued a non resident card without a *MichiCard* sticker by your library after completing an application form.

II. Automated System

- A *MichiCard* patron presents a plastic *MichiCard* from their home library; your library affixes your bar code to the back of the plastic card. If necessary, under the barcode one can write with ink the library's name.
- A *MichiCard* patron presents a library card from their home library; your library affixes your bar code to the back of the library card or use the barcode of the home library.
- A *MichiCard* patron completes an application form; your library keeps the form in a separate paper file.
- A *MichiCard* patron completes an application form; the person's name is entered into the local automated system and is identified as a *MichiCard* patron.



MICHICARD Fact Sheet

In 1988, the Library of Michigan Board of Trustees' Task Force on Interdependency and Funding recommended "the establishment of a statewide library card as a method for improving access for Michigan's citizens to all of the resources and information housed in Michigan's libraries."

During fiscal year 1989/90, the state legislature provided state funds to support a statewide library card project (*MICHICARD*) network for libraries. A brief summary of the initial project's guidelines are as follows:

- From 1990 to August 1993, only public libraries participated in the *MICHICARD* program.
- Academic libraries became permanent members of the MichiCard program in 1994.
- State funds are used for 1) promotional/informational materials and supplies to support the project; 2) replacement of lost printed materials; and 3) reimbursement for postage costs.
- The participating library issues either *MICHICARDS* or stickers to their patrons, faculty, staff and students in good standing.
- All local participating library policies and rules prevail except that a *MICHICARD* holder from a participating library cannot be charged a borrowing fee.

Important Points to Remember:

- *MICHICARD* is a public relations project which permits libraries to promote their local services and programs and to create a positive image and goodwill among Michigan residents. Equally important, the *MICHICARD* network improves the opportunities for a person to access the vast resources and information housed in other Michigan libraries with minimum barriers.
- The *MICHICARD* network saves local library staff time and money when library users drive and borrow from another library instead of requesting and waiting for interlibrary loan materials.
- Participating libraries will be reimbursed for lost (non returned) printed items loaned to another *MICHICARD* holder; a library will be reimbursed for postage cost for mailing returned items to another *MICHICARD* library; all promotional and supply items are provided, free of charge, to all participating libraries.
- The Library of Michigan coordinates the *MICHICARD* network project through a statewide advisory committee.

Facts:

- As of August 1, 1995, 210 public libraries and 35 academic libraries are participating members of the *MICHICARD* network.
- As of September 30, 1994, 25 library claims for 76 non-returned printed items, with a value of \$1,024.90, have been reimbursed during 55 months of the program. The average monthly non-returned expenditure is \$18.63.



Most Commonly Asked Questions and Answers about the *MichiCard* Statewide Library Card Project

1. **Q. What libraries may participate?**
 - A. The *MichiCard* project is a voluntary project extended initially to Michigan public libraries beginning in 1990. In 1994, academic libraries were added to the project.

2. **Q. Must every library use the blue plastic *MichiCard*?**
 - A. No, many libraries design their own plastic or printed library card to which they affix a *MichiCard* sticker. Libraries that do not traditionally issue library cards must design some means whereby their residents can show identification to another participating library. Plastic cards are available to libraries without charge from the Library of Michigan, as are two sizes of stickers. Academic libraries are attaching an academic *MichiCard* sticker to their faculty, staff or student identification (library) card.

3. **Q. Who can receive a "*MichiCard*" or sticker from a library?**
 - A. The public library should issue a *MichiCard* or a sticker only to residents of their service area who are in good standing. A resident is commonly considered a person who owns property and pays local taxes. Academic libraries attach a sticker to the faculty, staff or student identification card. Academic libraries do not issue *MichiCard* stickers to the general public.

4. **Q. Once a person obtains a *MichiCard* or sticker are they then ready to borrow from any participating library?**
 - A. No, people generally need to register at a participating library. Libraries provide various options when loaning materials to a *MichiCard* patron. At the present time there are no plans to develop a statewide database of borrowers which is accessible to all participating *MichiCard* libraries.

5. **Q. Must a person pay a non-resident borrowing fee?**
A. No, all member MichiCard libraries agree not to charge a borrowing fee for persons from *MichiCard* participating libraries.
6. **Q. What items can a person borrow?**
A. The policies and rules of the participating library always apply and determine what items are loaned. The *MichiCard* project will only reimburse for lost printed materials. The library's policy may permit the borrowing of non-print items or may restrict the borrowing of some print items. Also, the age of the person may restrict what may be borrowed.
7. **Q. Can the library be reimbursed for postage costs?**
A. Yes, a library returning materials to another *MichiCard* library will be reimbursed for postage cost by the Library of Michigan. However, at the time of borrowing, the library user is encouraged to return materials to the lending library at their own expense.
8. **Q. Can one library share the name and address of a patron when another library is seeking the return of materials?**
A. Yes, patron names and addresses can be shared **BUT** the titles of the materials cannot be shared under the Michigan Privacy Act.
9. **Q. How does a library know if a borrower is in good standing?**
A. One cannot know for sure. Generally, a person in good standing is a first-time borrower or one who has an established record of returning materials. However, a library takes minimal risk with borrowers because the *MichiCard* project will reimburse for lost or unreturned printed resources.
10. **Q. How does a library circulate materials to a *MichiCard* borrower?**
A. Libraries use many different approaches. Some libraries have automated systems that record and identify *MichiCard* borrowers, some maintain a separate manual system specific to *MichiCard* patrons; others issue non-resident, non-institutional cards, and still others use creative approaches tailored to their unique local system.

11. **Q. My library does not use library cards for circulating resources. How do my residents participate in *MichiCard*?**
A. Not issuing library cards presents a difficult problem for participation since the local user will have no way of presenting proper library identification to another participating library. In most cases, a *MichiCard* or local card with sticker acts as a "passport" (identification) for the lending of resources.
12. **Q. How does a library handle a patron from a library not participating in the *MichiCard* program?**
A. The library should follow its local policies and procedures for handling persons from other public or academic libraries not participating in *MichiCard*. The *MichiCard* project does not suggest that any changes are necessary.
13. **Q. Do adults have to sign for a child's card?**
A. The local policies and rules of the participating library dictate the minimum age for borrowing, the proof of identification required, or when and if an adult signature is required.
14. **Q. Does the Library of Michigan issue *MichiCard*?**
A. No, the voluntary requirements of *MichiCard* prevent the Library of Michigan from issuing *MichiCards*, since all Michigan residents are entitled to borrow from the Library of Michigan.
15. **Q. How are *MichiCard* rules and guidelines developed?**
A. The State Librarian has appointed a statewide Advisory Committee that proposes recommendations for agency consideration.

Revised 5/98 lv



MICHICARD GENERAL POLICIES

As a participating MichiCard library, the following policies are important to the success of the statewide resource sharing project. Please keep this material for future reference.

- Policy 1 - When filing a MichiCard claim form for non-returned materials, list the borrower's library or academic institution--**not the borrower's name**. Under the Michigan Library Privacy Act, a lending library may not disclose information that links a person to a loaned item. (MichiCard Reimbursable Cost Policies & Procedures and claim form attached.)

- Policy 2 - MichiCard libraries agree to return materials to other loaning MichiCard libraries. When returning materials, it would be helpful to the loaning library if the returning library included a date received slip in the materials. Postage costs will be reimbursed. (Michigan Reimbursable Postage Cost Policies & Procedures and reimbursement form attached.)

- Policy 3 - When registering a person who has a plastic MichiCard , or a local library card with MichiCard sticker, or an academic identification card with MichiCard sticker, the person's home address must be recorded in case the participating loaning library needs to send an overdue notice.



Library of Michigan

MICHICARD

REIMBURSABLE MATERIAL COST POLICIES AND PROCEDURES

I. POLICIES:

- a. Participating libraries will be reimbursed for the replacement cost of lost book (printed) materials only.
- b. The lending library must supply documentation indicating:
 - The name of the borrower's home library or academic institution.
 - That reasonable means of obtaining the delinquent materials have been pursued. (e.g. overdue notice).
- c. Replacement book costs must be documented by an overdue claims notice or by a recognized standard book pricing source and cannot exceed \$200 per item.
- d. The MichiCard claim form should be filed semi-annually by **1 March** and/or **1 September**.

II. PROCEDURES:

- a. The MichiCard claim form must be completed and sent to the Library of Michigan by suggested dates.
- b. The MichiCard claim form must include the name of the library of the delinquent person, the book titles and replacement costs.
- c. Acceptable documentation (see examples below) should support the request for reimbursement.
- d. Library of Michigan will provide payment directly to the claiming library.

III. EXAMPLES OF ACCEPTABLE DOCUMENTATION:

- a. Photocopy of circulation transaction containing name of home library and book title.
- b. Photocopy of overdue notice, letter, or bill for replacement generated by the library's own automated circulation system. Note that the borrower's name and address must be "blacked out" on all documentation sent to the Library of Michigan.
- c. Material replacement cost must be supported by standard book pricing information. For out of print materials, the library will be reimbursed the average price per volume category (provided by Bowker) unless the library provides other documentation.



Library of Michigan

MICHICARD CLAIM FORM

	Borrower's Local Library/Academic Institution	Author/Title of Lost Book	Replacement Cost
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
6.			\$
7.			\$
8.			\$
9.			\$

Public Library Name _____

Date _____

Address _____

Authorized Signature _____

•File semi-annually: By 1 March or 1 September •Attach documentation

Return to: Library of Michigan, Attention MichiCard, P.O. Box 30007, Lansing, MI 48909



Library of Michigan

MICHICARD

REIMBURSABLE POSTAGE COST POLICIES AND PROCEDURES

I. POLICIES:

- a. Participating libraries will be reimbursed only for the postage cost of returning printed materials to a participating MichiCard public or academic library.
- b. The claiming library must supply the following information:
 - The number of printed items returned.
 - The name of the participating home MichiCard public library or academic institution.
 - The postage cost for returning those items.
- c. The MichiCard Postage Reimbursement Form should be filed annually on **1 March**.

II. PROCEDURES:

- a. The MichiCard Postage Reimbursement Form must be completed and sent to the Library of Michigan.
- b. The authorized person must sign the form to verify that the postage claim is true and accurate.
- c. The Library of Michigan will provide payment directly to the claiming library as soon as possible upon receipt of the completed form.



**Library of
Michigan**

MICHICARD POSTAGE REIMBURSEMENT FORM

	No. of Printed Items Returned	Identified MichiCard Participating Library (Public or Academic)	Postage Cost
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
6.			\$
7.			\$
8.			\$
9.			\$
10.			\$
TOTAL ITEMS:			TOTAL POSTAGE EXPENSES CLAIMED: \$

Public Library Name _____

Date _____

Address _____

I certify that this postage claim is true and accurate:

Authorized Signature _____

• File annually by: 1 MARCH	• Return to: Library of Michigan Attention: MichiCard P.O. Box 30007 Lansing, MI 48909
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**Library of
Michigan**

**MICHICARD
ORDER FORM**

Library:	Date:
Address:	

Item		Quantities
1. <i>MICHICARD</i> Library Cards (Plastic, 3-1/2" x 2")		
2. <i>MICHICARD</i> Stickers to be Attached to Local Library Cards	Large: 2-3/4" Wide	
	Small: 1-1/2" Wide	
3. <i>MICHICARD</i> Window Stickers		
4. <i>MICHICARD</i> Posters (Plastic Stands included)	8-1/2" x 11"	*
5. <i>MICHICARD</i> Fact Sheet		
6. Application Form		
7. List of Participating Libraries		
8. Guideline Brochure for Staff Use		
9. <i>MICHICARD</i> Litter Bag		

*** Limit of 1 per outlet**

The library should order quantities to support approximately six months of activities. All materials will be shipped to the library address unless otherwise indicated. All materials are provided free of charge.

Mail form to: Library of Michigan
 Attn: MichiCard Coordinator
 P.O. Box 30007
 Lansing, MI 48909

or FAX to: (517) 373-5815

MICHICARD Statewide Library Card - Continued --

All rules, policies and restrictions normally in effect at the local public library apply to persons presenting the MICHICARD statewide library card. The local public library can issue the MICHICARD statewide card, or affix the MICHICARD label to their local library card, only for resident borrowers in good standing. Non-resident borrower's fees are not charged by participating libraries to borrowers presenting a MICHICARD.

The lending library may charge an overdue fee to a MICHICARD borrower for late returns to their library, but any fee must be levied at the same rate as to local residents. The home library may suspend borrowing privileges on the borrower's MICHICARD for non-return of any overdue materials or non-payment for overdue charges. Always the individual borrower is responsible for overdue materials, overdue fees or lost materials.

MICHICARD is made possible by annual appropriations from the Michigan legislature. The Library of Michigan in Lansing administers the program, and an Implementation Advisory Committee gives assistance in developing operating procedures.

To obtain a MICHICARD, a brief application form must be completed at the local library, including the applicant's name, address and zip code. If the person does not already have a card from this library, appropriate identification such as a driver's license or Michigan I.D. card is required. An adult parent or guardian must sign for children or follow local library policies.

For further information about MICHICARD, contact _____ at the
_____ Library or phone (number) _____.

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MICHICARD Statewide Library Card - Continued --

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For further information about MICHICARD, contact _____ at the
_____ Library or phone (number) _____.

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Unlock Your Potential

FACT SHEET

- *The **MICHICARD** Statewide Library Card project is a voluntary program for Michigan public and academic libraries.*
- *Participating libraries will be reimbursed for lost print materials loaned to a person from another participating **MICHICARD** library.*
- *Only participating **MICHICARD** libraries will issue either a plastic "**MICHICARD**" or a "**MICHICARD**" sticker to their patrons, faculty, staff and students in good standing.*
- *All local participating **MICHICARD** library policies and rules prevail, and will apply to visiting persons from other **MICHICARD** libraries.*
- *Only printed materials owned by a **MICHICARD** library will be made available, unless local library policies also permit the loaning of other types of library materials to the requesting person.*
- *A person presenting a **MICHICARD** or card with a **MICHICARD** sticker will not be charged a borrowing fee by the loaning library.*
- *The participating library will follow its own procedures in retrieving overdue materials, and will be responsible for sending overdue notices directly to the **MICHICARD** borrowers.*
- *The participating library will display the **MICHICARD** logo and materials at appropriate locations.*

For additional information, contact:



Donald C. Leaf
Library of Michigan
P.O. Box 30007
Lansing, MI 48909
(517) 373-5509



(Participating Libraries as of May, 1995)

STATEWIDE LIBRARY CARD

Table with 2 columns: City and Library. Lists cities from Alden to Farmington Hills and their corresponding libraries.

Table with 2 columns: City and Library. Lists cities from Fife Lake to Mancelona and their corresponding libraries.

Continued on reverse side -

Manchester Manchester Township Library
 Manistee Manistee County Library
 Maple Rapids Maple Rapids Public Library
 Marcellus Marcellus Twp.-Wood Memorial Lib.
 Marquette Peter White Public Library
 Martin J. C. Wheeler Library
 Mason Ingham County Library
 Mayville Mayville District Public Library
 Menominee Spies Public Library
 Milan Milan Public Library
 Milford Milford Township Library
 Millington Millington Township Library
 Mio Oscoda County Library
 Mt. Pleasant Veterans Memorial Library
 Mulliken Mulliken District Library
 Munising Munising School-Public Library
 Negaunee Negaunee Public Library
 New Buffalo New Buffalo Public Library
 New Haven Lenox Township Library
 New Hudson Lyon Township Public Library
 Newaygo Newaygo Carnegie Library
 North Branch North Branch Township Library
 Northport Leelanau Township Library
 Otsego Otsego District Library
 Ovid Ovid Public Library
 Oxford Oxford Public Library
 Palmer Richmond Township Library
 Parchment Parchment Community Library
 Paw Paw Paw Paw District Library
 Pentwater Pentwater Township Library
 Perry Edna C. Bentley Memorial Library
 Plainwell Charles A. Ransom District Library
 Plymouth Plymouth District Library
 Pontiac Oakland County Reference Library
 Pontiac Pontiac Public Library
 Port Huron St. Clair County Library
 Port Sanilac Sanilac Township Library
 Portland Portland District Library
 Potterville Benton Township-Potterville Dist. Lib.
 Redford Redford Township Library
 Reed City Reed City Public Library
 Remus Wheatland Township Library
 Republic Republic-Michigamme Sch/Pub Lib.
 Richland Richland Community Library
 Richmond Richmond Public Library
 Riverdale Seville Township Library
 Rochester Rochester Hills Public Library
 Rogers City Presque Isle District Library
 Romeo Romeo District Library
 Rose City Ogemaw District Library
 Royal Oak Royal Oak Public Library
 Saginaw Public Libraries of Saginaw
 Saginaw Thomas Township Library
 Saranac Saranac Public Library
 Schoolcraft Schoolcraft Community Library
 Shelby Shelby Area District Library
 Sodus Sodus Township Library
 Spring Lake Warner Baird Library
 St. Charles St. Charles District Library
 St. Clair Shores St. Clair Shores Public Library
 St. Ignace St. Ignace Public Library
 St. Johns Bement Public Library
 St. Joseph Maud Preston Palenske Mem. Lib.
 St. Louis T. A. Cutler Memorial Library
 Stanton White Pine Library
 Stephenson Menominee County Library
 Sterling Heights Sterling Heights Public Library
 Stevensville Lincoln Township Public Library

Sunfield Sunfield District Library
 Suttons Bay Suttons Bay Area District Library
 Tawas City Iosco-Arenac District Library
 Three Oaks Three Oaks Township Library
 Topinabee Topinabee Public Library
 Traverse City Peninsula Community Library
 Traverse City Traverse Area District Library
 Troy Troy Public Library
 Ubly Sleeper Public Library
 Utica Utica Public Library
 Vernon Vernon District Library
 Vestaburg Richland Township Library
 Waldron Waldron District Library
 Walkerville Walkerville Public School Library
 Walloon Lake Crooked Tree Dist. Lib.
 Warren Warren Public Library
 Waterford Waterford Township Public Library
 Watervliet Watervliet District Library
 Wayne Wayne Public Library
 West Bloomfield West Bloomfield Township Pub. Lib.
 West Branch West Branch Public Library
 White Lake White Lake Township Library
 White Pigeon White Pigeon Township Library
 Wixom Wixom Public Library
 Wyandotte Bacon Memorial Library
 Ypsilanti Ypsilanti District Library
 Zeeland Zeeland Public Library

Participating Academic Libraries

City	Academic Library
Allendale	Grand Valley State University
Battle Creek	Davenport College
	Kellogg Community College
Benton Harbor	Lake Michigan College
Big Rapids	Ferris State University
Dowagiac	Southwestern Michigan College
East Lansing	Michigan State University
Escanaba	Bay de Noc Community College
Farmington Hills	Lubavitch Institute of Advanced Studies
Flint	Charles S. Mott Comm. College
Grand Rapids	Aquinas College (Woodhouse Library)
	Cornerstone College
	Davenport College
	Grand Rapids Community College
Harrison	Mid Michigan Comm. College
Holland	Davenport College Library
Houghton	Michigan Technological Univ.
Howell	Cleary College-Livingston
Jackson	Jackson Community College
Kalamazoo	Davenport College
	Kalamazoo Valley Community College
	Western Michigan University
Lansing	Great Lakes Christian College
	Davenport College Library
	Lansing Community College
Livonia	Schoolcraft College
Mt. Pleasant	Central Michigan University
Orchard Lake	St. Mary's College
Saginaw	Saginaw Valley State University
Southfield	Lawrence Technology University
Spring Arbor	Spring Arbor College
Warren	Macomb Community College
Ypsilanti	Cleary College-Washtenaw
	Eastern Michigan University

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