

# Access to Libraries

## AL 200 Library Accounts

*Adopted: 7/85, Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00; 10/04, 6/16, 9/16, 4/17, 6/17*

A. Individuals must complete an application and provide proof of identity to register for a Library account.

### B. Account Types

1. **Primary** Accounts: Individuals eligible for primary accounts must reside or own real estate within the service area, or be employed by the Metropolitan Library System. (See AL 100 Service Area)
2. **Reciprocal** Accounts: The Metropolitan Library System maintains a reciprocal service agreement with the Pioneer Library System headquartered in Norman, Oklahoma. It is to remain in effect indefinitely and is subject to re-evaluation as either or both library systems deem necessary. Individuals eligible for reciprocal accounts reside, work or attend school in Cleveland, McClain or Pottawatomie counties or attend school in Blanchard. Each library system respects the eligibility requirements of the other in issuing reciprocal accounts. Fees are assessed by the owning library for lost, damaged or overdue materials owned by reciprocal libraries.
3. **School-Based** Accounts: Individuals who do not qualify for primary or reciprocal service may be eligible for service based on the school they attend. Individuals eligible for school accounts must attend or work at a school, college, or university in Oklahoma City or Oklahoma County. Accounts issued under this provision are valid for only one year and eligibility must be verified annually.
4. **ONEcard** Accounts: Students enrolled in Oklahoma County schools that participate in the ONEcard partnership will automatically be eligible to access library resources. Students will remain eligible for this account type for as long as they are enrolled in a participating school or school district. Parents and guardians will be given the opportunity during school registration to decline ONEcard access for their student(s).
5. **Internet Access Accounts:** Individuals who seek public computer usage and who cannot provide proof of residency and/or identification. The Internet Access Account is limited to public computer and WiFi usage.
6. **Annual Fee Accounts:** For individuals who do not meet other eligibility criteria. An individual may use all services offered by the library for one year by purchasing an annual fee account for \$70.00 per year for family use. The annual fee is nonrefundable. Additional accounts for immediate family members currently living in the same household may be obtained at no additional cost.

### C. Requirements for minors:

1. Individuals below age 17 (minors) require a parent or guardian's consent to acquire a Library account. The parent or guardian listed on the account must provide acceptable forms of identification. Eligible minors may apply for any of the account types listed above in Section B.

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- i. Upon issuance, accounts for minors may be used without proof of eligibility for three weeks and may borrow no more than two items (other than videos rated R by the MPAA).
- ii. Before any video rated R by the Motion Picture Association of America (MPAA) may be borrowed, the parent or guardian must authorize those borrowing options.
- iii. The parent or guardian listed as the account sponsor may review the current borrowing record of their child

### **D. Library Account Holder Responsibilities**

1. The person signing the card agrees to abide by library system policies and accepts responsibility for fines or other charges resulting from the account's use.
  2. The account holder agrees to abide by library system policies and accepts responsibility for fines or other charges resulting from the account's use.
  3. The account is to be used only by the person(s) named on the account.
  4. The account is valid at all Metropolitan Library System libraries.
  5. Responsibility for the choice of materials borrowed rests with the person named on the account and not with the Metropolitan Library Commission, the library system, or its employees.
  6. Members who lose their library card or change their address should notify the library system promptly.
- E. The Metropolitan Library Commission authorizes the executive director to establish procedures to administer this policy.