

# **Access to Libraries**

## **AL 200 Account Eligibility**

***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***

### **Policy**

To utilize the Metropolitan Library System's full range of materials and services, members may apply for a library account. Member eligibility is based on the following criteria.

### **1) Identification**

Individuals must complete a library card application and provide both proof of identity and proof of current address. Acceptable forms of identification are included in procedure (AL 200.1 Proof of Eligibility).

### **2) Primary Eligibility**

Individuals eligible for primary cards meet one or more of the following criteria:

- i. Reside or own real estate within the service area. (See AL 100 Service Area)
- ii. Are employed by the Metropolitan Library System.

Primary Card Types:

- i) Primary adult card: Includes all services offered by the Metropolitan Library System.
- ii) Primary student card: Individuals below age 17 are issued primary student cards requiring a parent or guardian's signature. The parent or guardian listed on the account must provide acceptable forms of identification as listed in procedure 200.1.

(1) Includes all services offered by the Metropolitan Library System, with the following exceptions:

(2) Upon issuance, student cards may be used without a parent or guardian's signature for two weeks to check out no more than two items (other than videos rated R by the MPAA). Subsequent use requires the parent or guardian's signature.

(3) Before any video rated R by the Motion Picture Association of America (MPAA) may be checked out, the parent or guardian must authorize those borrowing options.

- (4) The parent or guardian listed on the account may review the current borrowing record of their child.

### 3) Reciprocal Eligibility

The Metropolitan Library System maintains a reciprocal service agreement with the Pioneer Library System headquartered in Norman, Oklahoma. Individuals eligible for reciprocal cards meet one or more of the following criteria:

- i) Reside, work, or attend school in Cleveland County, McClain County or Pottawatomie County.
- ii) Attend school in the Blanchard School District.

### 4) School-Based Eligibility

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 cards must attend or work at a school, college, or university in Oklahoma City or Oklahoma County. Cards issued under this provision are valid for only one year and eligibility must be verified annually.

### 5) ONEcard Eligibility

ONEcard: 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).

### 6) Annual Fee Accounts:

For individuals who do not meet other eligibility criteria.

- a) An individual may use all services offered by the library for one year by purchasing an annual fee card for \$40.00 per year for family use. The annual fee is nonrefundable. Additional cards for immediate family members currently living in the same household may be obtained at no additional cost.

The Metropolitan Library Commission authorizes the executive director to establish procedures to administer this policy.