

# **METROPOLITAN LIBRARY COMMISSION OF OKLAHOMA COUNTY**

## **PUBLIC SERVICES COMMITTEE**

### **AGENDA**

Members: Judy Smith, Chair  
Bud Elder  
Rozz Grigsby  
Carolyn Leslie  
Lori Nelson  
Kim Patterson

Thursday, May 26, 2016  
3:30 p.m.  
The Village Library  
10307 N. Penn  
The Village, OK 73120  
(405) 755-0710

- I.** Call to Order and Establishment of Quorum – Judy Smith, Chair
- II.** Discussion, Consideration, and Possible Action: Report and Recommendation from Administration  
~ Revisions to Metropolitan Library System Policy and Procedure Manual
  - AL 100 – Service Area
  - AL 200 – Eligibility
  - AL 210 – Library Cards
  - AL 212 – Card Signatures
- III.** Discussion: Strategic Plan Overview and Connection to Future Policies

## **REPORT AND RECOMMENDATIONS FROM ADMINISTRATION**

### **REVISIONS TO THE METROPOLITAN LIBRARY SYSTEM POLICY AND PROCEDURE MANUAL**

Metropolitan Library System policies contained in the Policy and Procedure Manual periodically require updating as a result of decisions or recommendations from the Library Commission, changes in federal and state laws and regulations, and the necessity to operate the library system in a more efficient, effective manner.

The Library's administration recommends for your consideration revisions to AL 100 (Service Area), AL 200 (Eligibility), AL 210 (Library Cards) and AL 212 (Card Signatures).

AL 100 Service Area—Revisions Recap: The revision removes the written description of the service area boundary. The written description does not contribute to the definition of the service area. The Library's legal counsel advised that we keep the service area policy as general as possible since there are no legal statutes or documents that describe the boundary. A final sentence is added to give the executive director the authority to create procedures based on this policy.

AL 200 Eligibility—Revisions Recap: Card eligibility has been re-written to accommodate the language previously in the Library Card (AL 210) and Card Signature (AL 212) policies. The list of acceptable proofs of identification and details about card type capabilities/limitations have been moved into procedure. Language allowing for ONEcard eligibility has also been added into this policy.

AL 210 Library Cards—Revisions Recap: Administration proposes the elimination of this policy and movement of its language into AL 200 (Eligibility), where information about library card types and eligibility for each type will reside together. The specifics of each card type's functionality and limits will be written into procedure.

AL 212 Card Signatures—Revisions Recap: Administration proposes the elimination of this policy and movement of relevant language into AL 200 (Eligibility), to be kept with the rest of library card application requirements.

### **RECOMMENDATION FOR COMMITTEE ACTION**

To approve the recommendations from Administration for adoption to the Metropolitan Library System Policy & Procedure Manual revisions to AL 100 (Service Area), AL 200 (Eligibility), AL 210 (Library Cards) and AL 212 (Card Signatures).

# Access to Libraries

## AL 100 Service Area

*Revised: 12/99, **draft 5/16***

### **Policy**

In accordance with the Metropolitan Library Act Title 65 O.S. §552-553, 559 (see VG 310 Metropolitan Library Act), the Metropolitan Library System serves the entire Oklahoma County area plus all areas within the official Oklahoma City limits. ~~The boundaries generally run as follows:~~

- ~~A. Eastern Oklahoma County border: Pottawatomie Road~~
- ~~B. Northern Oklahoma County border: 248th Street on the north to County Line on the West~~
- ~~C. Northern Oklahoma City limits: South to NW 164th, west to Mustang Road, dipping to N. 150th, to east of Cemetery Road, back north to approximately N. 155th and on west to Richland Street~~
- ~~D. Western Oklahoma City limits, excluding Yukon and Mustang: Richland Street south to Wilshire, then east to Sara Road; south to approximately NW 39th, then west to Gregory Road; then south to the South Canadian River~~
- ~~E. Southern Oklahoma City limits: South Canadian River to west of Meridian, south to SW 179th, east to south Santa Fe, then zigzagging north between Santa Fe and Western to approximately SW 97th; then east to Bryant; back south to approximately SE 110th zigzagging to Sunnyslane, south to approximately SE 156th, east approximately a mile and a half, south to SE 179th; east to Westminster, north a mile and a half, east a mile and a half; 1/2 mile north to SE 149th, east to Indian Meridian, east to Triple XXX Road, south zigzagging to Peebly Road east to Luther Road, 1/2 half mile north to SE 164th and east to Pottawatomie Road.~~

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

# 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, **draft 5/16****

### Policy

~~To fully use the~~ **To utilize the** Metropolitan Library System's full range of materials and services, ~~customer's~~ members may apply for a library account. ~~need to be a registered borrower with us, which means s/he must apply for a library card. The type of card a customer is eligible for is dependent upon where s/he resides and/or own property. In order to obtain a MLS library card, each registrant must offer proof of eligibility. Member eligibility is based on the following criteria.~~

### 1) ~~Eligibility~~ Identification

Individuals must complete a library card application and provide **both** proof of **identity** ~~identification, one showing the~~ and proof of current address. ~~Picture identification is preferred. Persons age 17 or older must show identification to validate both identity and current address. show two forms of ID.; persons under age 17 must show one. Acceptable identifications are:~~ Acceptable forms of identification are included in procedure (AL 200.1 Proof of Eligibility).

- ~~a) Driver's license, plus proof of local address.~~
- ~~b) Current vehicle insurance verification form.~~
- ~~c) Personal check with printed name and address.~~
- ~~d) Student ID card, with **a photo picture** of the student on it, or other~~
- ~~e) Acceptable evidence of current school or college enrollment.~~
- ~~f) Social Security card.~~
- ~~g) Medicare or other medical plan card.~~
- ~~h) Current credit card.~~
- ~~i) Military ID card, plus proof of local address. Include rank and serial number on the application.~~
- ~~j) Voter registration card.~~
- ~~k) Oklahoma County ad valorem property tax statement.~~
- ~~l) Parent or guardian's identification for students under age 17 who are unable to provide proof of eligibility, provided the parent or guardian meets eligibility requirements.~~
- ~~m) Utility bills or receipts postmarked within 30 days are acceptable for ADDRESS VERIFICATION ONLY.~~

- n) ~~Telephone directory verification is acceptable for a student applicant to show proof of address; also for an adult applicant IF the adult has provided at least one ID with his/her picture on it or two other sources for name verification.~~
- o) ~~Staff may also verify address by calling directory assistance; however, this method must be in addition to one identification with picture or two other sources for name verification.~~
- p) ~~Postcard (MLS form #011) mail back procedure—staff is instructed to use this method for those who cannot meet the foregoing requirements.~~
- q) Pioneer Library System card

## 1) 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) Oklahoma County or Oklahoma City~~
- ii) ~~Own real estate in Oklahoma County or Oklahoma City~~
- iii) 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.

## 2) Reciprocal Eligibility

The Metropolitan Library System maintains a reciprocal service agreement with the Pioneer Library System headquartered in Norman, Oklahoma. ~~Reciprocal service includes all services except books by mail and interlibrary loan.~~ 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.

## 3) School-Based Eligibility

~~Adults or children~~ 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 teach 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. ~~School card service includes all Metropolitan Library services except interlibrary loan.~~

## 4) 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).

## 5) Annual Fee Accounts ~~and Cash Deposit Service:~~

For ~~persons~~ individuals who do not meet other eligibility criteria ~~listed above.~~

- a) An individual may use all services offered by ~~MLS~~ the library for one year by purchasing an annual fee card. (See SF 910 Fee Schedule) The annual fee is nonrefundable. Additional cards for immediate family members currently living in the same household may be obtained at no additional cost.
- i) ~~An individual may borrow items by making a cash deposit equal to the price of each item plus a processing fee (See SF 910 Fee Schedule). Checks are not an acceptable form of payment acceptable. The full cash deposit minus any~~

~~finer incurred is refunded when the items are returned. Cash deposit service does not include interlibrary loan.~~

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

## ~~AL 210 Library Cards~~

~~AL 200 Eligibility~~

~~AL 210 Library Cards~~

~~Adopted Date: 07/85~~

~~Revised Date(s): 09/86, 01/88, 04/92, 9/92, 01/93, 10/94, 07/99, 12/99, 08/00, 10/04, 04/06, 06/13~~

### **Policy**

~~The Metropolitan Library System offers four types of library cards:~~

- ~~1. Primary cards: Includes all services offered by the Metropolitan Library System. Customers eligible for primary cards meet one or more of the following criteria:~~
  - ~~a. Reside in Oklahoma County or Oklahoma City~~
  - ~~b. Own real estate in Oklahoma County or Oklahoma City~~
  - ~~c. Are employed by the Metropolitan Library System~~
- ~~2. Reciprocal cards: The Metropolitan Library System maintains a reciprocal service agreement with the Pioneer Library System headquartered in Norman, Oklahoma. Reciprocal service includes all services except books by mail and interlibrary loan. Customers eligible for reciprocal cards meet one of the following criteria:~~
  - ~~a. Reside, work or attend school in Cleveland County, McClain County or Pottawatomie County.~~
  - ~~b. Attend school in the Blanchard School District.~~
- ~~3. School-Based cards: Adults or children who do not qualify for primary or reciprocal service may be eligible for service based on the school they attend. Cards issued under this provision are valid for only one year and eligibility must be verified annually. School card service includes all MLS services except interlibrary loan. Members eligible for school cards must attend school in at Oklahoma City or Oklahoma County.~~
- ~~4. ONEcard: Students enrolled in Oklahoma County schools participating in the ONEcard partnership will automatically be eligible to access library resources. Accounts will remain active for as long as the student is enrolled in a participating school or school district.~~
  - ~~a. Parents and guardians will be given the opportunity during school registration to opt their student out of receiving ONEcard access.~~
- ~~5. Annual Fee and Cash Deposit cards: For persons who do not meet eligibility criteria listed above.~~

- a. ~~An individual may use all services offered by MLS for one year by purchasing an annual fee card. (See SF 910 Fee Schedule <sup>{1}</sup>) The annual fee is nonrefundable. Additional cards for immediate family members currently living in the same household may be obtained at no additional cost.~~
- b. ~~An individual may borrow items by making a cash deposit equal to the price of each item plus a processing fee. (See SF 910 Fee Schedule <sup>{1}</sup>) Checks are not acceptable. The full cash deposit minus any fines incurred is refunded when the items are returned. Cash deposit service does not include interlibrary loan.~~



## ~~AL 210 Library Cards~~ ~~AL 212 Card Signatures~~

~~Adopted Date: 07/85~~

~~Revised Date(s): 09/86, 01/88, 04/92, 09/92, 01/93, 10/94, 07/99, 12/99, 08/00, 10/04, 08/14~~

### **Policy**

~~Each Metropolitan Library System library card has the following signature requirements:~~

- ~~1. Persons age 17 or older are issued cards requiring no signature but their own. Services available depend on the person's eligibility. (see [Eligibility](#))~~
- ~~2. Persons up to age 17 are issued student cards requiring a parent or guardian's signature. Services available depend on the person's eligibility (see [Eligibility](#)) with the following additional stipulations:~~
  - ~~a. 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.~~
  - ~~b. 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.~~
  - ~~c. Parents or guardians may review the current borrowing record of their child.~~
    - ~~i. Note: Persons not yet in school or kindergarten are encouraged to borrow materials through another member of the family who holds a valid library card. However, persons not yet in school or kindergarten may be issued a card at the parent's or guardian's request.~~