

Access to Materials

AM 100 Borrowing

Adopted: 7/85, Revised: 9/86, 1/88, 4/92, 9/92, 1/93, 10/94, 7/99, 12/99, 8/00, 10/04, 10/10, 8/14, 8/16, 4/17, 10/19, 6/20

- A. To borrow materials, customers must be registered Metropolitan Library System account holders without a block on their account. Customers may not register for more than 1 account.

B. Maximum Items Borrowed

1. For most accounts, a maximum of 100 physical items can be on loan at once; ONEcard account holders may have a maximum of 10 physical items on loan at once.
2. See AM 200 Interlibrary Loan for limits on borrowing materials through interlibrary loan.

C. Loan Periods and Renewals

1. Library materials may be checked out for 3 weeks.
2. Providing there is not a hold on the material, borrowers may attempt to renew most physical materials 8 times.
3. See AM 200 Interlibrary Loan for the loan period and renewal policy for materials borrowed through interlibrary loan.

D. Over-Threshold Accounts

1. Accounts holders will be charged \$0.10 per day to a maximum of \$3.00 for each overdue material. Account holders will have a grace period of 7 days from the material's due date when accrued fines will not be charged if the material is renewed or returned. After the 7day grace period, accrued fines will be applied from the material's due date, e.g. a material returned 8 days after the due date will accrue fines totaling \$0.80.
 - i. Materials in the location codes designated for children's materials from birth to juvenile age categories are exempt from fine accruals.
2. Account holders will be charged \$5.00 per hour to a maximum of \$60.00, plus the replacement cost, for each overdue electronic device.
3. Those who fail to pay the fee of lost/damaged item(s) as defined below, or who accrue fines totaling \$25.00 or more, will lose borrowing privileges.
4. After reasonable notification, the library system may take legal steps to collect fines, retrieve unreturned materials, and/or file felony or misdemeanor complaints.

E. Lost or Damaged Materials

1. Once an item is 60 days overdue, the item is considered lost. The borrower who damages, loses, or does not return an item must pay the replacement cost as determined by the library system.

F. Holds

1. Library customers may place up to 50 of most materials on hold at a time.
2. Service providers working in partnership with the library system to provide materials in electronic formats may set their own hold limits.

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