

# **AL 300 Responsibilities of Customers**

## **AL 310 Cardholder Responsibilities**

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

### **Library Cardholder Responsibilities**

- 1) The account holder agrees to abide by library system policies and accepts responsibility for fines or other charges resulting from the card's use.
- 2) The card is to be used only by the person named on the account.
  - a) Exception: The account sponsor may use an account to borrow materials for the person named on the account.
- 3) The card is valid at all Metropolitan Library System agencies. It is the property of the library system and must be returned upon request.
- 4) 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.
- 5) Members who lose their library card or change their address should notify the library system promptly.
- 6) Members are charged a non-refundable replacement fee for "lost" or "stolen" cards. (See AM Fee Schedule)