

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

Policy

The Borrowing Policy ensures that the requirements for borrowing Metropolitan Library System materials are provided to library members and staff.

Regulations

1. Requirements for Borrowing Materials

- a. To borrow materials, the member must be a registered Metropolitan Library System borrower without a block or delinquencies against his/her account.
- b. To borrow materials at a library, the member must do one of the following:
 - i. Present their valid Metropolitan library card at the circulation desk
 - ii. Present identification verifying name and current address (see procedure 200.1)
 - iii. Provide a student ID number from a participating ONEcard school (valid only for the enrolled student; non-transferrable) and last name
 - iv. Use Metropolitan Library card or account number at self-check kiosks
- c. Members who need to replace a lost or stolen card prior to borrowing materials must show proof of eligibility and pay a non-refundable processing fee. (See SF 910 Fee Schedule for amount.)

2. Maximum Items Borrowed

- a. For most accounts, a maximum of 30 physical items can be on loan to one borrower at a time; the exception is for ONEcard account holders, who may have a maximum of 10 physical items on loan at one time. If materials are in short supply at a given agency, the library manager may set a further limit.
- b. Service providers working in partnership with the library to provide materials in electronic formats may set their own borrowing limits.
- c. See AM 200 Interlibrary Loan for limits on borrowing materials through interlibrary loan.

3. Loan Periods and Renewals

- a. Library materials may be checked out for two weeks. They may be renewed to a maximum loan period of 42 days if there is no hold request for item(s) at the time of renewal.
- b. Members may attempt to renew materials anytime within the maximum loan period. There is a limit of two (2) times an item may be renewed.
- c. Service providers working in partnership with the library to provide materials in electronic formats may set their own loan periods and renewal limits.

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- d. See AM 200 Interlibrary Loan for the loan period and renewal policy for materials borrowed through interlibrary loan.