**Access to Libraries**

**AL 200 Library Accounts**

***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, 9/16, 4/17***

1. Individuals must complete an application and provide proof of identity to register for a Library account.
2. **Account Types**
   1. **Primary** Accounts**:** Individuals eligible for primary accounts must reside or own real estate within the service area, or be employed by the Metropolitan Library System. (See AL 100 Service Area)
   2. **Reciprocal** Accounts**:** The Metropolitan Library System maintains a reciprocal service agreement with the Pioneer Library System headquartered in Norman, Oklahoma. It is to remain in effect indefinitely and is subject to re-evaluation as either or both library systems deem necessary. Individuals eligible for reciprocal cards reside, work or attend school in Cleveland, McClain or Pottawatomie counties or attend school in Blanchard. Each library system respects the eligibility requirements of the other in issuing reciprocal cards. Fees are assessed by the owning library for lost, damaged or overdue materials owned by reciprocal libraries.
   3. **School-Based** Accounts: 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.
   4. **ONEcard** Accounts: 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. **Internet Access Accounts:** Individuals who seek public computer usage and who cannot provide proof of residency and/or identification. The Internet Access Account is limited to public computer and WiFi usage.
   6. **Annual Fee Accounts**: For individuals who do not meet other eligibility criteria. An individual may use all services offered by the library for one year by purchasing an annual fee card for $70.00 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.
3. **Requirements and permissions for minors:**
   1. Individuals below age 17 require a parent or guardian’s signature to acquire a Library account, with the exception of ONEcard Accounts. The parent or guardian listed on the account must provide acceptable forms of identification. Eligible minors may apply for any of the account types listed above in Section B.
      1. Upon issuance, student accounts 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.
      2. 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.
      3. The parent or guardian listed as the account sponsor may review the current borrowing record of their child
4. **Library Cardholder Responsibilities** 
   1. The person signing the card agrees to abide by library system policies and accepts responsibility for fines or other charges resulting from the card’s use.
   2. The account holder agrees to abide by library system policies and accepts responsibility for fines or other charges resulting from the card’s use.
   3. The card is to be used only by the person(s) named on the account.
   4. The card is valid at all Metropolitan Library System libraries. It is the property of the library system and must be returned upon request.
   5. 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.
   6. Members who lose their library card or change their address should notify the library system promptly.
5. The Metropolitan Library Commission authorizes the executive director to establish procedures to administer this policy.

*AL 211 Reciprocal Cards –Recommended to be repealed and merged into AL 200. Most of this policy was procedural, and the contents that were not were incorporated into AL 200.*

*AL 310 Cardholder Responsibilities - Recommended to be repealed and merged into AL 200 Library Accounts.*

**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*

1. To borrow materials, members must be registered Metropolitan Library System account holders without a block on their account. Members may not register for more than 1 account.
2. **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.
3. **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 or up to 6 months, whichever comes first.
   3. See AM 200 Interlibrary Loan for the loan period and renewal policy for materials borrowed through interlibrary loan.
4. **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 7 day 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.
   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.
5. **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.
6. **Holds**
   1. Library members 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.
7. The Metropolitan Library Commission authorizes the executive director to establish procedures to administer this policy.

*AM 120 System Reserves–Recommended to be repealed and merged into AM 100 Borrowing*

*AM 110 Delinquent/Lost/Damaged Materials–Recommended to be repealed and merged into AM 100 Borrowing.*