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
   1. To borrow materials, the member must be a registered Metropolitan Library System borrower without a block or delinquencies against his/her account.
   2. To borrow materials at a library, the member must do one of the following:
      1. Present their valid Metropolitan library card at the circulation desk
      2. Present identification verifying name and current address (see procedure 200.1)
      3. Present a student ID number from a participating ONEcard school (valid only for the enrolled student; non-transferrable) and provide last name
      4. Use Metropolitan Library card or account number at self-check kiosks
      5. ~~If a customer has forgotten his/her card and does not know the number, staff should check circulation records to verify that the customer is a registered borrower without a block against his/her account. The customer must then show acceptable identification equal to that required for obtaining a library account.~~
   3. 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
   1. 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 check out a maximum of 10 physical items at a time. If materials are in short supply at a given agency, the library manager may set a further limit.
   2. Service providers working in partnership with the library to provide materials in electronic formats may set their own borrowing limits.
   3. 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 two weeks. They may be renewed to a maximum loan period of 42 days if there is no hold request for the items during that period.
   2. 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.
   3. Service providers working in partnership with the library to provide materials in electronic formats may set their own loan periods and renewal limits.
   4. See AM 200 Interlibrary Loan for the loan period and renewal policy for materials borrowed through interlibrary loan.