

## MEDINA COUNTY DISTRICT LIBRARY POLICY MANUAL

<b>Policy No: PUB-02d</b>	<b>Title: BORROWING PRIVILEGES</b>		
Section: Public Services	Owner: Assistant Director	Resolution No: 22-08	
Board Approval Date: 07-16-2018	Staff Reviewed Date: 03-31-2022	Revised Date: 07-18-2022	Effective Date 07-18-2022

**Policy Statement:**

Borrowing privileges are the rights of a member to charge out library materials on an account. The required information a member must provide to obtain full borrowing privileges and the cases where borrowing privileges will be limited or suspended are defined below. *3 for Me* and T3EN cards are excluded from these restrictions. Borrowing privileges for eCards are for virtual access to MCDL’s eMedia.

- A person in possession of a library card has full access to all account information and privileges pertaining to that card.
- A person possessing only the library card number needs to provide verifying information (DOB) in order to have full access to account information and privileges.
- In order to receive borrowing privileges without a library card or library card number, a member must provide a photo ID with verifying information. For a minor, an adult must show proof of identity with a photo ID and be the named adult in the “care of” field of the minor’s account. A minor may also produce a photo ID with verifying information.

**Blocked Borrowing Privileges:**

Accounts exceeding maximum checkouts, overdues and/or bills become blocked. All borrowing privileges will be suspended on a blocked account until the account is restored to good standing. Overdue or lost items from other libraries may cause a library card to become blocked based on the owning library’s policies.

If fines and fees total \$25 or more, the account will be sent to collection after 21 days. A non-refundable \$10 referral fee will be assessed. If an account is in collection status, bills must be paid to zero before borrowing privileges are restored.

Account	Maximum Checkouts	Maximum Bills	Referred to Collection
Regular	50	\$9.99	yes
Educator	100	\$9.99	yes
Restricted	3	\$9.99	no
eCards	varies	N/A	no
Staff	50	\$49.99	no
Temp	3	\$9.99	yes