

## MEDINA COUNTY DISTRICT LIBRARY POLICY MANUAL

Policy No: PUB-02	Title: Library Cards		
Section: Public Services	Owner: Assistant Director	Resolution No: 21-12	
Board Approval Date: 08-19-2019	Staff Reviewed Date: 06-11-2021	Revised Date: 07-19-2021	Effective Date 07-19-2021

**Policy Statement:**

The Medina County District Library Board of Trustees affirms that all members with a valid library card are able to use items without restrictions on content or format with the exception of restricted profiles.

- To be eligible for a MCDL library card, an individual must be a permanent resident, own property, attend school, or commute to work in the state of Ohio. With the exception of eCards, applicants must be present to receive a new library card. New cards are not issued when the computer system is down. A card holder is responsible for all items charged to his/her account or for any accounts of minor children.
- Staff may assist any applicant incapable of completing the registration form.
- An applicant’s birth date and valid Driver’s License or State/Federal ID number are required for all library card registrations except JVR, YAR, TEMP and eCards profiles, and will be added to the account. Proof of address is required if not listed on the ID.
- A valid photo ID without the current address must be accompanied by personal mail dated within four weeks of application (for example, utility bill, bank statement) addressed to the applicant, except for a temp card. If an adult or minor child’s account is not in good standing, another application using the same driver’s license may be denied.

The signature of a parent/legal guardian will be required on the application of any child age 17 or under except for JVR and YAR profiles. The applicant’s birth date and a parent/legal guardian’s valid Driver’s License or State/Federal ID number are required for all library card registrations for minors and will be added to the account. Upon request, a method of limiting options for minors will be available to a parent/legal guardian, Form PUB-2c. In addition, a parent/legal guardian may choose to not allow internet access; reference staff will disable computer access upon request. At age 18, a “juvenile” becomes an “adult,” the parent/legal guardian’s license number will be replaced with the account holder’s driver’s license or State/Federal ID number.

The *3 for Me* card is available to children up to age 12 without ID. *3 for Me* does not require a parent/legal guardian’s signature and cannot be restricted by parent/legal guardian. Overrides are not permitted. The member may also have a regular Clevnet library card. Parents, grandparents or caregivers may fill out the application. If child is filling out the application, he/she must know his/her full name, birth date, address and phone number. *3 for Me* cards expire on the child’s 13<sup>th</sup> birthday.

*T3EN* card is available to children ages 13 - 17 without ID as long as he/she provides full name, birth date, address and phone number. The member may also have a regular Clevnet library card. *T3EN* card does not require a parent/legal guardian’s signature and cannot be restricted by parent/legal guardian. Overrides are not permitted. *T3EN* cards will have a profile of ME-YAR and will be converted by Clevnet to ME-ADULT on the teen’s 18<sup>th</sup> birthday.

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Temp card applicants must provide date of birth, a valid state driver's license or state ID number and address. Applicant cannot have another Clevnet account. The renewable card expires in six months. When address requirement are met and updated, change the profile to ME-AD.

eCards are virtual library cards that allow members access to MCDL's remotely accessible electronic resources. eCard users who wish to check out physical items from the library or request items for pickup must convert to a standard MCDL card. Exempt from fines and fees.

All Clevnet member libraries will honor each other's full service library cards for circulation of materials. Privileges for members holding library cards from other Clevnet libraries can be renewed, and lost or stolen cards can be replaced. A member with a valid Clevnet library card does not need to be re-registered in order to be issued a replacement MCDL card. Information required for registration will be verified and updated.

The profile name defines the type of member. Borrowing privileges and bills are based on the profile name. Members are subject to all fines, fees and borrowing limitations with exceptions noted. Restrictions and privileges for all profiles other than "regular" are only valid when the card is used at an MCDL facility. Restrictions do not apply to eMedia.

**ME-AD** Regular – Provides full borrowing privileges, subject to fines and fees.

**ME-ECARD** Members can remotely access electronic resources, including online resources. eCards can be converted to a standard MCDL profile.

**ME-EDCTR** Educator – Provides educational services as a teacher, daycare provider or group leader. Homeschool educators also eligible. Print items only. Items are subject to fines and fees. The default loan period for MCDL items is 28 days with exceptions. Members must also possess a personal Clevnet library card in good standing.

**ME-JV** Children up to age 17. Limited to MCDL children's items. Items are subject to fees.

**ME-JVNA** Children up to age 17. Limited to MCDL children's items. No audio. Items are subject to fees.

**ME-JVNV** Children up to age 17. Limited to MCDL children's items. No video. Items are subject to fees.

**ME-JVPO** Children up to age 17. Limited to MCDL children's print items.

**ME-JVR** *3 for Me* - Children up to age 12. Limited to three MCDL children's print items. No holds. No ID required.

**ME-OTRCH** Exempt from fines. Fees for lost and/or damaged items will be assessed. The default loan period is 35 days.

**ME-STAFF** Provides full borrowing privileges, exempt from fines with the exception of hotspots and Tools & Tech items. Fees for lost and/or damaged items will be assessed, not subject to collection action. This is considered a fringe benefit by the Board of Trustees and is part of all employees' public compensation.

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**ME-TEMP** Adults who do not meet address requirement. ID required. Limited to three holds, three Clevnet items, no Hotspots, video games, or Tools & Tech. Items are subject to fees.

**ME-YAR** T3EN - Children age 13 to 17. Limited to 3 MCDL print items. No holds. No ID Required. Items are subject to fees.