

MCLS POLICY RENEWAL OF LIBRARY CARDS

POLICY STATEMENT:

MCLS borrower cards are renewed every year in order to keep the patron database as current as possible.

GUIDELINES:

1. Library patrons whose cards are in good standing, i.e. used within the last year and not blocked, will be renewed automatically through the ILS. A message is sent to those whose cards were renewed automatically asking them to please make any updates to their patron information the next time they visit a MCLS library.
2. Patrons renewing cards in a library must also be in good standing as defined above; if not in good standing, patron must pay any outstanding fines and fees to less than \$5.00 before the card is renewed.
3. Cards will be renewed for one year.
4. PAID RECIPROCAL BORROWER (PRECIP) and RECIPROCAL BORROWER (RECIP) borrower types are excluded from auto-renewal.

PROCEDURES:

Auto-Renewal

1. The ILS determines that a card is about to expire and that the card owner is in good standing. The ILS automatically renews the card for one year, sends the patron an email notification that the card has been renewed, and instructs the patron to make any updates to their personal information the next time they visit the library.

In-Library Renewal

1. Staff informs patron that their library card is expired or due to expire soon.
2. If the patron is in good standing, the staff verifies personal information and renews the card for one year.
3. If the patron is not in good standing, the patron pays outstanding fines and/or fees to less than \$5.00. The staff member then renews the library card for one year.
4. Out of county borrowers must pay the \$45 membership fee to renew their card annually, unless they own property in Monroe County or attend college in Monroe County, then steps 2 and 3 apply.

Endorsed by the MCLS Directors Council November 5, 2014

Approved by the MCLS Board January 26, 2015

Adopted by the Parma Public Library Board of Trustees December 2, 2014.