

Montgomery County Memorial Library System

Checking Out Materials Policy Overview

Policy Statement

Any of the following may check out materials with a valid MCMLS library card:

- All residents of Montgomery County and the state of Texas
- Non-residents of the State of Texas with short term residency.

Account Access Policy and Restrictions

Patrons with a valid, unblocked account with card present

Full Borrowing Privileges Possession of a valid card implies the cardholder's permission for its use. Patrons may present multiple valid library cards for check out. In some instances, a parent may have multiple accounts for family members. The person with the library card may or may not be the name on the account. Possession of a valid library card does not imply permission to full account access.

Checkout Limits or Exceptions

Customers may borrow items subject to the following restrictions.

- There is an overall limit of **30** items.
- Reference item types may not be checked out.
- The checkout limit for audio books, CDs and Playaways is 10 per library card at any one time. **There may only be a total of 10 cassettes/CDs/Playaways per library card at any one time.**
- The checkout limit for DVDs is 10 per adult library card at any one time. The checkout limit for videos is 10 per adult library card at any one time. **There may only be a total of 10 videos/DVDs per adult library card at any one time.**
- **Videos and DVDs may not be checked out on child or Young Adult borrower types.**
- **Videocassette and DVD privileges are not extended to children under 18.** A child may not check out videocassettes or DVDs even if presenting an adult library card, even for example, their parent's card. A child's card cannot be used to place holds on videocassettes or DVDs.

Suspended Borrowing Privileges

- Borrowing privileges will be suspended if \$25 or more in fines or fees are unpaid.
- Borrowing privileges will be suspended if a **Verification of Information** block is placed on the cardholder's account until proof of current address is shown.

Renewal- Limits on Renewals

- Renewal loan periods are the same length as the original loan period.
- Items will be renewed from the current due date, or in the case of an overdue item, from the renewal request.
- There is a limit of 2 renewals per item.
- Items may not be renewed if the customer's borrowing privileges have been suspended.
- Items may not be renewed if there is a hold for another customer on that title or that item.
- Renewal of overdue items will automatically post fines.

Document Review Dates

Document Name	Checking Out Materials
Policy Basis	MCMLS Mission Statement
Effective Date	October 1 2010
Updated Date	December 18, 2012
Approved By	Montgomery County Commissioner's Court
Reviewed By	Administrative Leadership Team (ALT)
MCMLS Operational Category	Circulation CIRC-2
Former Policy Manual Reference	Circulation Policy February 2007