

Mid-Columbia Libraries 405 S DAYTON, KENNEWICK, WA 99336 509.582.4745		Circulation Policy	
		SECTION: 210	NO. 40
		Page 1 of 2	
TITLE:		<i>ACQUIRING AND USING AN MCL LIBRARY CARD</i>	
ADOPTED: 4/18/1994	REVISED: 9/18/2006; 9/15/2008; 2/17/2009; 9/20/2010; 11/15/2010; 6/16/2015; 4/19/2016		

Persons of any age may acquire a library card with Mid-Columbia Libraries. MCL considers the library card application to be a legally binding contract and recognizes the obligation of a parent/legal guardian to be financially responsible for their minor children (under the age of 18).

1. Youth from the ages of 0 to 17 may get a library card without a parent/legal guardian present. A parent/legal guardian is required to sign the library card application accepting cardholder responsibilities for his/her child under 18 years of age.
 - a. This signature constitutes the parent's or legal guardian's permission for the child to have a card and signifies a willingness to assume financial responsibility for all materials checked out on the child's card.
 - b. Youth records can be provided to parents/guardians in instances of negative account activity (e.g. overdue fines/fees).
2. Photo ID, date of birth, and proof of current address are required for the initial library card application for all customers.
 - a. The photo ID and proof of current address of a parent/legal guardian may be presented for their minor children (under the age of 18).
3. Library cards are issued for two years. At the end of this time, a verification of information is required for continued use.
4. For the following transactions:
 - All address change requests
 - All name change requests
 - To replace a library card

Customers must provide:

- Photo ID (Photo in Polaris, may be used. The photo ID and proof of current address of a parent/legal guardian may be presented for their minor children (under the age of 18).
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5. Customers should present their own library card or username and password to checkout materials, use the computer, or pay charges on their accounts.
 6. All library privileges requiring a library card in good standing are suspended when a customer has an outstanding balance on their account in the amount of \$25.00 or more. When the outstanding balance on an account falls below \$25.00 all library privileges will be restored.
 7. Customers have the privilege of claiming that they have returned materials that the circulation system indicates are still checked out to them. Likewise, customers have the privilege of claiming that they did not check out an item that the circulation system indicates is checked out on their account. A limit of three active or unresolved claims is allowed. A fourth active claim will result in suspension of borrowing privileges.
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