



## McKinney Public Library System Circulation Policy

### I. Registration and Borrower Cards

- Library cards are free for Collin County residents, current City of McKinney employees, MISD employees, and owners of businesses in McKinney.
- Individuals 16 years of age and older may register for a library card by completing a library card application form and by presenting identification and proof of current address.
- Those 15 years of age and younger must be present with their library card-holding parent/legal guardian to receive a library card. A juvenile of any age may apply for a library card. The parent/legal guardian is responsible for any materials checked out by the juvenile.
- 16 and 17-year-olds without their own state-issued ID may obtain a card if their parent/guardian has a library card. The parent's ID may be used for verification of address.
- Out of county residents may obtain a library card for \$10 per year for access to physical materials.
- All cardholders can check out physical materials.
  - Interlibrary Loan services and purchase suggestions are only available to McKinney residents with a library card in good standing.
  - Digital materials accessed through the CloudLibrary platform are not available to non-County residents Starting October 1, 2024
- Temporary residents will not be issued a library card with the exception of Samaritan Inn residents who must bring a letter from the shelter verifying their residence, and Job Corps students who must bring a letter verifying their Job Corps status.
- McKinney Residents who cannot provide proof of address are eligible for a digital only card.
- Addresses and other patron information are verified every four years, except for Job Corps cardholders, verified every 12 months, and Samaritan Inn cardholders, verified every 6 months.
- In accordance with federal law, citizens 18 years or older will be offered a voter registration card when applying for a library card.
- The cardholder is responsible for all materials checked out on their card and for all charges incurred on the card.

## **II. Loan Periods**

- Materials check out for 21 days.
- Materials will automatically renew three times for 21-day periods after the initial checkout unless the item is on hold for another patron, or if the patron has a fee of \$10.00 or more, or if the patron has an overdue item.
- Items must be returned to the shelves for at least one day when returned to allow other patrons access to the material.
- Library materials will not be due on days when the library is closed.

## **III. Limits**

- A library card may have no more than 200 items checked out on it at any one time. Each library card may have 100 item hold requests.
- TexShare, Job Corp, and Samaritan Inn users can check out 5 physical items.
- One of each type of kit (for example, a Storytime backpack or a Steam Kit,) may be checked out on one library card at any one time.

## **IV. Fees**

- As of October 1, 2017, the McKinney Public Library does not charge daily late fines for overdue items that have been checked out after September 30, 2017. Items checked out prior to October 1, 2017, are charged late fees of 25 cents per day per item, in accordance with the Circulation Policy in place at that time.
- Any fees on the patron's card in the amount of \$10.00 or over will block a patron from checking out, and items from being automatically renewed. This also includes the patron's cloudLibrary account.

## **V. Overdue Items**

- Any overdue item will block a patron's account, including his or her cloudLibrary account. When the item is more than 60 days overdue, the item is assumed lost and the patron's account will be charged a fee including the replacement cost and a processing charge. If the item is returned in good condition, there will be no fee on the item.

## **VI. Reserves/Requests**

- The library permits borrowers to request items that are currently checked out or on the shelves. Borrowers may request such items in person, by phone or online, and will be notified by email when the item is available. Items will be held for pickup for seven days at the John and Judy Gay Library and the Roy and Helen Hall Library.

- Hold requests may be cancelled in person, online or by phone.

## **VII. Lost/Damaged Materials**

- The full replacement cost will be charged for items lost or damaged beyond repair.
- A borrower is responsible for reimbursing the library for the cost of an item that is claimed to have been returned but not found within 30 days of the reported date or acknowledged as lost or damaged beyond repair by the borrower.
- Refunds will not be made for lost items that are found by the patron after they have been paid for. At the time a lost item is paid for, ownership of said item, if found, is transferred to the patron.

## **VIII. Interlibrary Loan**

- Materials not owned by the library may be available via Interlibrary Loan. This service is available to McKinney residents with a library card in good standing.
- Requests may be made by the patron at the library using the catalog workstations, or by remotely accessing the service from the library website at <https://www.mckinneytexas.org/547/Interlibrary-Loans> or through the catalog at <https://ipac.mckinneytexas.org>.
- A limit of five requests may be active at one time.

See the policies page for the complete Interlibrary Loan policy.

## **IX. Patron Confidentiality**

- The McKinney Public Library System is committed to the protection of all Library customers' rights to privacy in the use of Library resources and discloses customer information to the customer only. Regarding minors, information may also be disclosed to the registered parent/guardian listed on the account.
- The Library's Integrated Library System maintains a reading history automatically. Library patrons have the option of keeping this history or deleting it. Records of transactions are also maintained if fees are associated with the account. Library records will only be disclosed under court order, subpoena, or warrant as outlined in the state statute, Texas Government Code, Section 552.124 and the surveillance provisions included in the USA PATRIOT ACT (Public Law 107-56).