

MEDINA COUNTY DISTRICT LIBRARY POLICY & PROCEDURE MANUAL

Policy No:	PUB-2e	Title:	Account Status				
Section:	Public Services	Owner:	Asst. Director	Resolution:	18-41		
Board Approval Date:	7-16-18	Effective Date:	7-16-18	Revised Date:	7-16-18	Reviewed Date:	7-11-18

Policy Statement:

Account status determines member access to library resources.

Barred

All borrowing privileges are manually suspended or reinstated by staff.

Blocked

All borrowing privileges are automatically suspended on a blocked account as stipulated in PUB 2d and automatically restored when the account is in good standing.

Delinquent

Bills and/or overdue materials will cause a card to be delinquent. Borrowing privileges are maintained.

Pay Plan

Account is put into a pay plan status by supervisor/manager to stop it from going to collection.

Collection

Bills and/or overdue materials at \$25.00 or more for 21 days past lost status will be sent to collection.

Suspend

Manager informs collection agency to suspend an account in collection.

Expired

A member's card privileges will automatically expire every five years. Privilege are extended upon confirmation of address and telephone number. Educators must confirm continued educator status.

Lost Card

Upon notification and verification by the card holder, the lost library card account is barred. A member must present identification as required for registration and pay .50 for a replacement card.