

MEDINA COUNTY DISTRICT LIBRARY POLICY MANUAL

Policy No: PUB-02e	Title: ACCOUNT STATUS		
Section: Public Services	Owner: Assistant Director	Resolution No: 22-08	
Board Approval Date: 07-16-2018	Staff Reviewed Date: 03-31-2022	Revised Date: 07-18-2022	Effective Date 07-18-2022

Policy Statement:

Account status determines access to Library resources, as follows.

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. Privileges 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.