

BAY COUNTY LIBRARY SYSTEM

Borrowing Privileges Policy

All patrons are issued a library card when they open an account with the library. All patrons must have a Bay County Library System account in “good standing” in order to exercise the privilege of checking materials out from the library. A patron’s library account is in good standing as long as their outstanding balance is less than \$5 and there are no outstanding fees for lost or damaged materials.

All patrons are encouraged to carry their library card so that it can be presented to library staff when checking out library materials. Occasionally, a patron whose library account is in good standing may forget to bring their library card into the library. In such a circumstance, library staff may allow materials to be checked out provided the patron has a valid picture ID or is able to verify information (i.e. name, address, phone number, date-of-birth) in their account. Library staff may choose, at their discretion, to deny checkout without a library card when they have reason to believe this privilege is being abused.

Patrons whose library account is in good standing may check out materials without their library card by presenting their library card information (i.e. scanned barcode or card number written down, entered into an electronic device, or memorized). For security purposes, library staff may choose, at their discretion, to require that the patron provide a valid picture ID or be able to verify information (i.e. name, address, phone number, date-of-birth) in their account before allowing checkout of materials.

Patrons whose library account is not in good standing may use the materials in the library, but are not entitled to either borrow materials or use library computers.

The Bay County Library System voluntarily participates in the state-wide MichiCard program, which is coordinated by the Library of Michigan. A MichiCard sticker is attached to all Bay County Library System cards that are issued to Bay County residents. Presenting the Bay County Library System card, with MichiCard sticker, at other participating MichiCard libraries often helps to facilitate loan and return of materials as well as negating non-resident fees. It is not, however, a “universal” library card. Patrons must still fulfill the requirements of the lending library.