



Library Card Policy

Library Card Registration

Any resident of Monroe County is eligible for a free Monroe County Library System (MCLS) card granting access to borrowed materials and electronic resources and services. A completed registration form, valid ID, and proof of current residence is required.

Borrower's Responsibilities

Library patrons are responsible for all use made of the card and for paying overdue fines and lost material charges. Patrons are also responsible for informing library staff of any changes to their contact information. Library cards are valid for one year and can be renewed annually. Fines and fees on the card must be below \$20.00 prior to renewal. Patrons are allowed one account in the system per person. Patrons must report a lost or stolen card to the library as soon as possible.

Library Card Limitations

- Patrons are encouraged to make use of the library's collections with the understanding that cardholders are responsible for materials borrowed on their accounts. For more information on library collections with borrowing restrictions, refer to the **Loan Period and Fee Schedule**.
- Children's library cards are limited to materials from the children's room only, and have a limit of five items per card.

Library Cards for Minors

The Gates Public Library seeks to promote literacy to community members of all ages and abilities. As part of that belief, the library encourages caregivers to expose their children to reading materials beginning at birth and continue throughout early childhood and adolescence.

The parent or legal guardian of a minor is required to complete and sign a registration form for any child under the age of 16. The signature of the parent or legal guardian acknowledges financial responsibility for materials borrowed, and also assumes responsibility for deciding appropriate use of library print and electronic resources for their child.

Children from birth to age four are entitled to register for a children's library card.

- At age five, parents will have the option of registering their child for either a children's library card or a regular library card.
- At age nine, children will automatically be transitioned to a regular library card.

Temporary/College Student Cards:

College students temporarily residing in Monroe County can be issued a library card. The student must present a valid form of ID with permanent residence. Once ID has been presented, the patron will fill out a registration form and a library card will be issued for 12 months.

(Cont.)

Organizational Library Cards

Gates organizations may request a Monroe County Library Card. The library card will be issued by the Principal Library Clerk for Circulation Services at the written request of the director of the organization. The written request must include the names of authorized users. The written request signifies the organization's acknowledgement of financial responsibility for materials borrowed.

Out-of-County Cards

Patrons residing outside Monroe County may purchase a non-resident MCLS card for an annual fee set by MCLS. Patrons must complete an "Out of County" application and provide valid ID. A patron who owns property in Monroe County, but resides outside of Monroe County may show a current tax bill as proof of property ownership.

Smartphones in Place of Library Cards

To accommodate advancing technology, smartphone keychain apps or the MCLS catalog interface will be accepted in lieu of traditional library cards.

Library Material Renewals

Most library materials not on hold for other patrons may be renewed twice. For details on collections with renewal or other borrowing restrictions, refer to the **Loan Period and Fee Schedule**.

Automatic Library Material Renewals

MCLS has activated automatic renewals for library materials. It works on materials that are renewable, not on hold for other patrons, and have not already been renewed twice. The system attempts an automatic renewal four (4) days before the due date. Patrons who are registered for email receipts will receive an email notifying them that their library materials have been renewed or not renewed, as well as the due date of those materials. Patrons do not have to wait for automatic item renewal to renew an item.

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