

ME LIBRARIES

STAFF GUIDE



MARIGOLD
LIBRARY SYSTEM

OCTOBER 2020

ALBERTA-WIDE BORROWING WITH ME LIBRARIES

ME Libraries is a web-based service that allows customers with a library card from a participating library to create an account with and access the physical collections at all other participating libraries. Interested customers complete a self-service web form to create an account with libraries other than their home library. This allows them to use their home library card as their library card at any participating library they have registered with. All items must be picked up at the owning library but can conveniently be returned to any ME library.

HOW DOES ME LIBRARIES WORK?

Patrons (18+) visit melibraries.ca and follow the registration prompts. Once registered, their home library card will immediately serve as their card for all libraries/library systems they have registered with.

CIRCULATING MATERIAL TO ME PATRONS

Checking in materials borrowed from non-TRAC libraries:

These materials require a ME return flag (request stock of these from shiprec@marigold.ab.ca) inserted with the return date indicated. Forward the material through Marigold van delivery.

Checking out materials to ME Libraries patrons:

When a ME Libraries patron borrows material from your library, ensure that a ME return flag is provided for each item (required if the item(s) returned to a library other than yours).

Holds services for ME Libraries patrons:

ME Libraries patrons may place holds on materials in TRAC. These materials must be picked up at the TRAC member library selected by the patron.

ADDING ME LIBRARIES PATRONS TO POLARIS MANUALLY

You may manually register a ME Libraries patron in Polaris/Leap **ONLY** if the patron is under 18 (and parent or guardian consents) or the ME Libraries site is experiencing technical difficulties.

1. Ask the patron for their home library card and proof of address.
2. If their library card doesn't show an expiry date, contact their home branch to verify the expiry date.
3. If the library card is current, create a new patron record in Polaris/Leap with all applicable information. *Manual registration will require you to enter a birthdate.

4. Enter the patron's REGISTERED LIBRARY as **MeLibrary Branch**. PATRON CODE as **Reciprocal**. WHERE THEY LIVE as **Not in the List**.

ME LIBRARIES FAQs

Q. Are there any restrictions on which services I can access?

A. You can access all of the collections available to a regular library cardholder at any library you create an account with excluding access to online resources and interlibrary loan services. Licensing restrictions for online resources do not currently permit member libraries to extend access to customers that do not live in their municipal area. You may use your home library for interlibrary loan services.

Q. Is there a cost to use the ME Libraries service and create accounts at member libraries?

A. There is no cost to customers who have an existing home library card with one of the participating libraries.

Q. Do I have to pay late fees for overdue or lost materials at libraries I register with?

A. Yes. ME Libraries is a service that creates a membership for you. You agree to abide by the borrowing rules of each library you create an account with. Any fees are to be paid directly to the billing library.

Q. I have outstanding charges on my existing home library account. Can I still register for the ME Libraries?

A. Yes, if your account is deemed in good standing. This means that the charges on your account are below the limit where your home library restricts borrowing privileges.

Q. Who is eligible to register to use the ME Libraries service?

A. Adults, age 18 and over, with a home library card in good standing from one of the participating libraries may register for access to additional libraries via the ME Libraries service. You must have an e-mail address registered in your home library account to successfully use the ME Libraries service. All notices about your account(s) will be sent to your registered e-mail address.

Q. What about children's cards?

A. Permission from a parent or guardian is required to register a child's card. Please register your child's card for access to participating libraries in person.

Q. I have been using a TAL card (The Alberta Library). Why would I use the ME Libraries service?

A. Your TAL card is valid at all participating library systems in Alberta, including the libraries that make up the ME Libraries service. However, the TAL card requires a separate card and in-person registration with each library you wish to use.

ME LIBRARIES FAQs melibraries.ca/help.php