



## CIRCULATION POLICY

### **Applying for a Library Card**

Any Guadalupe County resident with a photo ID and current proof of residence (i.e., a utility bill) may apply for a card, free of charge. If your proof of residence is separate from your photo ID, your name must appear on the proof of residence to be valid. P.O. boxes are not acceptable as proof of residence. Children under sixteen may apply for a card if they can print their name and a parent with a photo ID and proof of residence is present to sign the application form.

### **Your Library Card**

If you lose your library card or if it is stolen, notify the library immediately. Once notified, we will block the card so that it can no longer be used. You remain responsible for all use made of your lost/stolen card before reporting it to the library. There is a \$2.00 replacement fee for lost cards. Library cards expire 12 months from the date of issue so that the library may update patron information upon renewal. Identification and proof of residence must be presented at renewal. DO NOT throw the card away as it is simply updated on the computer—the card itself is reused.

### **In Good Standing**

A library patron “in good standing” has an active Marion Community Library card and has no charges against their account for lost or damaged materials.

### **TexShare Card Program**

Registered, library patrons in good standing may apply for a TexShare card to be used to obtain borrowing privileges at other libraries free of charge. To apply for a TexShare Card, you must have a current library card that has been in use for at least three months, be free of fines, and have no overdue materials. Upon presentation of your library card and a valid photo ID, your library card application on file can be updated to include TexShare card privileges and you will be issued a TexShare card. The TexShare card can then be used at another participating TexShare library according to their lending policies. Any items borrowed from another library must be returned to that library and not to the Marion Community Library. Since the Marion Community Library allows all residents of Texas to apply for a card free of charge, TexShare cards are not needed to borrow items from our library. Instead, if you present a TexShare card from another library, you will be asked to present a valid photo ID and proof of residence and asked to fill out an application for a Marion Community library card.

See our TexShare policy for more information.

### **Guest Library Cards**

Any US citizen with a photo ID and current proof of temporary residence (i.e., a utility bill) may apply for a card, for a fee of \$20.00. If your proof of residence is separate from your photo ID, your name must appear on the proof of temporary residence to be valid. P.O. boxes are not acceptable as proof of residence. Individuals who cannot provide proof of temporary residence will be considered for a Guest Library Card on a case-by-case basis. Children under sixteen will not be issued a guest library card. However, they may check out items, with parental or guardian permission using the parent or guardian’s guest library card.

### Checking Out Library Materials

You must have your library card in hand to check out materials, access computers, or access your record. You are responsible for the safe return of all library materials checked out on your card and on any minor cards for which you have signed. You are responsible for any reimbursement to the library for any lost or damaged materials, including materials that you allowed others to check out on your card. For this reason, we suggest that you do not allow others to use your card. The library does not restrict minors from checking out any item that is available for checkout. Parents or legal guardians are solely responsible for deciding which library resources are appropriate for their children.

### Circulation Rules

These circulation rules vary depending on what type of library card the patron is using.

Material Type	Library Card				Guest Library Card			TexShare Card		
	Qty.	Length	Renewal	Per Fam.	Qty.	Length	Renewal	Qty.	Length	Renewal
Books	15	14 Days	2	30	3	14 Days	0	3	14 Days	0
Audio Books	5	14 Days	2	5	3	14 Days	0	3	14 Days	0
DVD's	5	7 Days	2	5	3	7 Days	0	3	7 Days	0
Hot Spots	1	14 Days	1	1	0	0	0	0	0	0
Public Computers	1	In House			1	In House		1	In House	

### Renewing Library Materials

You may renew library materials in person, by phone, by email, or online, provided there is no waiting list for the item, or it is not overdue.

### Reserving Library Materials

You may reserve materials in person, by phone, by email, or online. You will be notified by phone or email when items that you have reserved are available for pick-up. Reserved items must be picked up no later than five business days after being notified. If the reserved item(s) are not picked up after five business days, they will either be returned to circulation or placed in reserve for the next patron in the reserve queue.

### Computers and Internet Access

The library provides computers for the public to access the Internet. To use a library computer, you must have a library card in good standing. In addition, you must read and agree to abide by the library's Internet Policy. Show your card at the circulation desk to access public computers or laptops. Children under the age of sixteen may use the Internet if a parent has given signed permission. Word processing, spreadsheet, and presentation software are available on library computers. Patrons may print documents from public access computers at a rate under five copies are free. More than five copies for \$0.10 per page. Oversized or double-sided documents are considered two documents.

### **Providing Information to Third Parties**

State law prohibits the library from providing information from library records to third parties. This restriction includes information about which items are checked out or are on reserve as well as home addresses and telephone numbers. Individual users may have access only to their records and those of their minor children. The library does not use patron information for any purposes other than to conduct library business.

### **Overdue Materials**

The library does not charge late fees. After 30 days the late item will be considered lost material. At that time, the patron will be billed for the lost material.

### **Lost Materials**

You are responsible for reimbursement to the library for any items lost while checked out on your card. The library charges the cost of the lost item plus a \$5.00 processing fee. The processing fee is charged to recover part of the cost of reordering and processing a replacement copy and is independent of the original cost of the lost item.

### **Damaged Materials**

You are responsible for reimbursement to the library for any items damaged beyond repair while checked out on your card. The library charges the cost of the damaged item plus a \$5.00 processing fee.

### **Appendix**

Membership Application Form

Policy created 11/08/2022

Policy approved by Marion Community Library Association Membership 01/10/2023

Contact Information:

Marion Community Library

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