

Seguin Public Library

TexShare Lending Policy

GENERAL INFORMATION

The Seguin Public Library provides resources for information, education and recreation in appropriate print and non-print formats to enrich and enhance the lives and minds of users of all ages. To fulfill this mission, the library participates in the TexShare program. TexShare provides access to the collections of participating libraries.

GUIDELINES

- I. To obtain a TexShare card to use at another library, the customer must be: 1) a registered Seguin Public Library cardholder for a minimum of three (3) months; 2) sixteen (16) years or older; and 3) must be in good standing without any overdue items, fines or fees.
- II. To obtain a Seguin Public Library card, TexShare cardholders from other libraries must provide the following information:
 - a. Valid TexShare card from the customer's home library
 - b. Current photo ID - such as a Texas driver's license or ID; and
 - c. Documentation showing a permanent physical address, if the applicant's address is different from the address on the photo ID. Post office boxes will not be accepted as proof of residency.

TexShare borrowers meeting these requirements will be issued a Seguin Public Library card with the same expiration date shown on the TexShare card issued by their home library.

- III. TexShare transactions will be handled only during normal hours of operation. The library is open Monday-Thursday - 9:00 a.m.-8:00 p.m. Friday - 9:00 a.m.-6:00 p.m. Saturday - 9:00 a.m. - 5:00 p.m. Sunday - 1:00 p.m. - 5:00 p.m. The library is closed on all City of Seguin holidays. For holiday closings please refer to the library webpage at library.seguintexas.gov. Service hours are subject to change.
- IV. TexShare cardholders who have been issued a Seguin Public Library card may have up to thirty (30) items charged on their card at any one time. A maximum of five (5) DVDs may be borrowed at any one time and are included in the thirty (30) item limit. The checkout period for books and audiobooks is fourteen (14) days and five (5) days for DVDs.
- V. Materials may be renewed by in person, by phone or online at library.seguintexas.gov. Customers must provide their library card number if renewing by phone. Materials may be renewed up to three (3) times, as long as the materials are not on reserve for another customer. The renewal period for books and audiobooks is fourteen (14) days and five (5) days for DVDs.
- VI. TexShare borrowers are responsible for returning materials directly to the Seguin Public Library. Books may be returned at the indoor book return, drive-up book return, service desks, or by mail. Materials returned by mail must be received postage paid on or before the due date of all materials mailed.

- VII. Reference materials, local history/genealogy, microfilm and periodicals do not circulate.
- VIII. Overdue reminders are provided as a courtesy and it is the borrower's responsibility to return items on or before the designated due date. TexShare cardholders may select to receive overdue reminders by phone, text message or email. It is the cardholder's responsibility to notify the library of any changes in contact information. Borrowers are responsible for all overdue fines whether an overdue reminder is received or not.
- IX. The fee for overdue materials is \$.20 per day, per item, with a maximum fee of \$4.00 per item.
- X. Customer's returning materials damaged will be charged the cost of the items plus a \$5.00 processing fee for each item. Items are declared lost when they are overdue thirty (30) days. Bill notices are mailed to the address on the customer's account. Cardholders billed for lost materials are charged the cost of the item(s) plus a \$5.00 processing fee for each item. Standard library procedures will be followed to recover materials from TexShare borrowers; however, if these fail, the "home" library of the TexShare customer will be billed for the materials.
- XI. TexShare cardholders can pay outstanding fines and fees at any library service desk or by mail. The library accepts cash, checks and credit/debit cards. Online payments are not accepted. Failure to pay fines over \$10.00 and/or bills for lost or damaged materials will result in the immediate loss of borrowing privileges. If a TexShare cardholder fails to pay for lost/damaged materials within sixty (60) days of the date on the bill notice mailed to the customer, the "home" library will be billed for the materials. Checks

should be made payable to the City of Seguin. If paying by mail, please send payment to the Seguin Public Library 313 W. Nolte St. Seguin, TX 78155.

RESTRICTIONS AND LIMITATIONS

- I. Visiting TexShare cardholders may not request interlibrary loans. All other circulations policies and library services are identical to the policies for local cardholders.
- II. Borrowing privileges are blocked when a cardholder has overdue materials, accrues over \$10.00 in fines and/or is billed (in any amount) for lost or damaged materials.