

Circulation Policy Draft  
Approved by Library Board on 8/30/21  
Moore Memorial Public Library

Any exceptions to these procedures must be authorized by the Library Director or his/her designee.

Issuing Library cards

Library cards will be issued in accordance with the policies and procedures of the Galveston County Library System (GCLS), the Houston Area Library System (HALS), and the Texas State Library and Archives Commission (TSLAC).

Any resident of the state of Texas, or any employee or property owner in Galveston County, may obtain a free library card from Moore Memorial Public Library if all requirements are met.

1. Applicants 18 and older must show proof of their current mailing address. This may be in the form of a utility bill issued in the applicant's name, a valid driver's license, Texas ID, or piece of mail showing the applicant's name and mailing address.
2. Applicants between the ages of 14 and 17 must complete an application and show either proof of current mailing address (Driver's license or Texas ID, or mail addressed to them at their current mailing address), or have the application signed by a parent or legal guardian who shows required proof of mailing address.
3. Applicants under the age of 14 must have an application signed by a parent or legal guardian who provides proof of mailing address. If the legal guardian signs the application and the child is under age 14, the legal guardian must show proof of legal guardianship for that child, or sign the affidavit for legal guardianship provided by the City of Texas City.
4. Only one library card per person is valid.
5. Patrons who have moved or no longer live at the address used to procure the library card must provide valid proof of the current mailing address.
6. The library does not issue temporary cards to visitors. Persons who are visiting in the area or staying in Texas temporarily may use library facilities and services in the building but will not be permitted to check out materials.
7. Library cards are not issued to institutions – only to individuals.
8. Library cards must be valid in order to borrow materials. Library cards that are expired, previously reported as lost, defaced or damaged beyond repair will not be considered to be valid.
  - a. Library cards will not be issued to any person who owes more than \$5.00 in overdue fines, has an outstanding item which is overdue more than 30 days, or is unable to provide acceptable proof of current mailing address. Current

policies of the GCLS do not allow library cards or borrowing privileges to be awarded to another member of the same family if another family member (parent or minor child living in the same household) has a blocked card. Patrons who owe large fines at any of the libraries within the Galveston County Library System will be blocked from check out at all libraries within the system.

- b. Replacement cards will not be issued to any person with a barred or blocked record until the record is cleared.

### Circulation procedures

1. Persons wishing to check out library materials must have a valid library card in their name from Moore Memorial Public Library.
2. Persons with a blocked or barred library card, or whose immediate family member has a blocked or barred card, may not check out materials until the issues are resolved and the bar or block is removed from all applicable cards.
3. Persons may not check out library materials using someone else's card. Patrons should not lend their library card to others, since they retain responsibility for use of that card.
4. A patron who is physically unable to come to the library due to age or medical condition but wishes to check out library materials, must provide a signed and dated written authorization, along with his/her library card, authorizing a specific person to borrow materials in his/her name on that day. A dated authorization must be presented each time the person wishes to authorize someone else to use his/her card.
5. Lost or stolen library cards should be reported immediately.
6. Reference, genealogy reference, archival materials, microfilms, vertical file information, newspapers, current issues of magazines and laptop computers may not be checked out.
7. Headphones may be checked out only for in-library use. Patrons must leave a library card or photo ID at the circulation desk to borrow headphones in the library.
8. Checkout limits
  - a. Patrons with a new library card will be restricted to 4 items on the initial checkout. When those items are returned, full borrowing privileges will apply to future checkouts.
  - b. Patrons may have up to 99 items on their card. (Due to heavy demand, each patron is limited to 6 DVDs, 10 graphic novels, and 10 audio books checked out on the card. Restrictions on the number of items per subject area, language, format, author or title may also apply.)
9. Patrons of any age may check out materials in all formats. Parents are encouraged to monitor materials checked out by their children. Library staff cannot, and will not, monitor the checkouts of children.

## Renewals

The ability to renew an item is not guaranteed, nor is it automatic. Materials are not considered renewed unless a specific confirmation has been received, either from a library staff member or from the computerized library system.

1. A maximum of two renewals will be allowed.
2. Items renew from the date of renewal request, NOT from the due date.
3. Items may not be renewed if there is a hold on the item, if the item has been requested by another patron, or if the item is overdue longer than the renewal period would have allowed.
4. Renewal of overdue items posts accrued fines to a patron's account. Items will NOT be renewed if a card is barred, blocked, if a patron has an outstanding item of 30 days or more, or has accrued fines or charges of \$5.00 or more.
5. A person may not renew materials checked out on another individual's library card. An exception is made in the case of parents renewing materials checked out on the card of their minor children.
6. Patrons who wish to renew materials may request a renewal by the following methods:
  - a. Online – Patrons may request a renewal online through the library's website. Patrons must use their patron ID and pin number to utilize this renewal method. Instructions for this process are online.
  - b. Phone – Patrons may call the circulation desk during open hours to request renewal of items, but must provide their Patron ID and the title or barcode of each item to be renewed.
  - c. In the library – Patrons may request renewals at the circulation desk. Patrons must provide their library card. A listing of materials checked out with the new date dues will be provided to the patron.

## Hold/Reserves

1. A maximum of 5 simultaneous holds or reserves may be placed by a patron. Holds or reserve requests will not be honored if a patron's card is barred or blocked.
2. Items on hold must be picked up within 3 business days of notification. Items that are not picked up within that time frame will be made available to the next patron on the waiting list or returned to the circulating collection.
3. Patrons who do not pick up a reserved item within the three day time period, may re-request the same title or item after 1 week.
4. Patrons who repeatedly fail to pick up items they have placed on hold may lose hold/reserve privileges.
5. Holds may not be placed by one patron on another patron's card.

## Return of materials

1. Materials must be returned before close of business hours on the date due to avoid late charges.
2. Materials returned missing parts or packaging will not be considered to be returned until all parts are paid for, or returned.
3. Payment for materials returned defaced, torn, wet, damaged, dirty, or in unusable condition will be the responsibility of the borrower. Damage charges will be levied for materials still usable but damaged. Damaged material may not be retained by the library depending on the type and severity of the damage. Patrons who return materials damaged too severely for continued use will be charged for the price of the material as well as a processing fee. Charges may also be made for replacement of the packaging for the material. The library will maintain documentation of damage, and the damaged items themselves if possible, up to 30 days, so that the patron may view the damage.
4. Materials will not be accepted in lieu of, or as replacement for, items lost or returned defaced, damaged, or missing parts.
5. Materials that are lost are considered the responsibility of the person to whom they were checked out.
6. Patrons are responsible for library materials upon time of checkout until materials are received at Moore Memorial Public Library.
7. Loan periods:
  - a. 3 weeks – most books and audio books
  - b. 7 days – back issues of magazines
  - c. 5 days – most DVD's
  - d. 10 days- nonfiction DVDs, DVD TV
  - e. Materials in high demand may have shortened loan periods.
8. Fines and charges
  - a. Fines and charges are made in accordance with the fee structure approved by the Galveston County Library System. Currently, charges at Moore Memorial Public Library are as follows:
    - i. Regular library materials – Library materials become overdue when they exceed their loan period by one day. The patron will then be required to return the materials to the library. If the materials are not returned within ten days after the due date, the patron will be invoiced for the replacement value of the materials along with a processing fee of \$5.00 per item. If items are returned within 30 days of the invoice being sent, all charges will be removed.
    - ii. Interlibrary loan materials – Fines accrue at a rate of \$1.00 per day per item with no maximum accrual. If interlibrary loan materials are not picked up, the patron may be charged a no-pickup fee and/or return delivery/postage fee for the item.

- b. Material replacement charges will be the list price of the item plus a \$5.00 processing charge.
- c. Lost library cards will be replaced at a cost of \$2.00 per card.
- d. No processing fee will be charged to GCLS member libraries for lost intersystem library loans.
- e. Refunds may be made within one year of the date of the borrower's receipt for lost materials, only for materials returned in usable condition and if accompanied by the receipt. Processing charges and fines are non-refundable. If materials were replaced by Moore Memorial Public Library due to high demand or immediate need, refunds for those materials may not be approved.