

DRAFT

Moore Memorial Public Library Circulation Policy

Approved by the City of Texas City Commission {date here}

PURPOSE

The Circulation Policy of Moore Memorial Public Library (MMPL) details the requirements for obtaining a library card and the privileges and responsibilities of the cardholder. It includes information about checking out and renewing items, and the handling of lost or damaged items.

LIBRARY CARDS

A valid library card is required before a patron can borrow library materials from Moore Memorial Public Library. By applying for a card, applicants agree to comply with the borrowing rules of MMPL, pay all charges on their account, and notify the library immediately if their card is lost or stolen or if their contact information changes. Patrons may have only one MMPL library account. Library users may not have different MMPL library accounts under variant names. Children may not have multiple cards with different parents or guardians.

Library Card Application

Library cards must be applied for in person and are issued free of charge to applicants who reside in the state of Texas and/or own property in Galveston County. A valid photo ID and proof of residency are required.

The following are acceptable forms of photo ID:

- Texas Driver's License
- Texas Department of Public Safety ID card
- Passport
- Other Federal ID cards

Acceptable verifications of residency are:

- Texas Driver's License or ID with current address
- Current utility bill in the applicant's name
- Current lease or rental agreement
- A piece of mail postmarked in the last 30 days
- Current bank or other financial statement with address

Unusual circumstances will be addressed on a case-by-case basis.

Library Cards for Minor Children

Children under the age of 18 are eligible for a library card. Their parent or guardian must appear in person to sign the application and provide a Photo ID and proof of residency. The parent or guardian is responsible for any checked-out materials and any fines or fees associated with the account.

Library Card Renewal

Library cards must be renewed every two years. They can be renewed in person, over the phone, or by email. Patrons must provide their library card number and verify their address and birth date. Library cards must be renewed in person if there are changes to their address or other information, or if the card has been lost. Lost cards must be replaced at this time.

Lost or Replacement Cards

Reported loss of a library card relieves the patron of responsibility for any materials subsequently checked out on that account. There is a \$2.00 charge for a replacement card and a valid photo ID is required.

Name or Address Change

Patrons whose name and/or address have changed must update their account information. Acceptable photo ID and address verification must be presented to update an account.

Blocked Accounts

Your checkout privileges may be suspended for the following reasons:

- There are fees of \$5.00 or more owing on your account
- Information such as the address or phone number on the account need to be updated
- The library card has been reported lost or stolen
- The library card has expired
- The checkout limit has been reached

TexShare Card

TexShare cards are issued in agreement with the Texas State Library and Archives Commission (TSLAC). A TexShare Card provides you with borrowing privileges from almost 500 participating libraries across the state. To learn more, go to: <https://www.tsl.texas.gov/texshare/card>

MMPL patrons who have had their account for at least 6 months and whose accounts are in good standing are eligible to apply for a TexShare card. TexShare cards must be issued in person and are valid for 12 months.

Since all Texas residents can obtain a Moore Memorial Public Library (MMPL) card with proof of address, patrons from other libraries who request a TexShare card will be required to complete an MMPL library card application.

Circulation

A valid Moore Memorial Public Library card must be presented to check out materials or to inquire about account details. If the patron does not have their library card, they must present proper photo identification. Persons may not check out materials using another patron's card. Patrons should not lend their card to others since they retain responsibility for materials checked out on their card. Library staff does not monitor the materials checked out by minor children.

Patrons requiring special accommodations should contact the Library Director or their designee.

Checkout limits

Patrons with a new library card will be restricted to 4 items for their initial checkout. When those items are returned full borrowing privileges will be granted.

Patrons may borrow up to 99 items on their card, with the following limits:

- 4 books per author or series
- 4 books per non-fiction subject
- 20 book maximum for New Books
- 10 magazine maximum
- 10 book maximum for Manga/Graphic Novels (4 per author or series)
- 10 audiobooks maximum (4 per author)
- 6 DVDs maximum
 - 4 new releases maximum
 - 4 TV DVDs maximum
 - 4 non-fiction DVDs per subject

Loan Periods

Material Type	Checkout Period
Books	3 weeks
Audiobooks	3 weeks
Magazines	10 days
Non-fiction DVDs	10 days
TV DVDs	10 days – no renewals
DVDs	5 days
Memory Kits	2 weeks – no renewals
LaunchPad Tablets	2 weeks – no renewals

Return of Materials

Items are due on the date indicated at the time of checkout. Patrons may view items checked out on their account online, or they can make inquiries by phone. Book returns are located in the lobby of the library and on the driveway on the west side of the building. Materials returned with missing parts or packaging will not be considered returned until all parts have been returned.

Renewing Materials

Materials will be renewed automatically 2 times if they are not on hold for other patrons and if the patron's account is in good standing. Patrons are encouraged to check their accounts to verify due dates. Items that have reached their renewal limit cannot be re-checked out until the next business day.

Patrons may also renew materials through the following methods:

- Online – Patrons may log into the library catalog with their library card number and PIN to access their account
- Phone – Patrons may call the Circulation Desk during open hours. They must provide their library card number and the title or barcode number of each item to renewed
- In person – Patrons may present their library card and request renewals at the circulation desk

Hold/Reserves

A patron with a valid MMPL library card may place a maximum of 5 items on hold. Items on hold must be picked up by the cardholder within 3 business days of notification. Items that are not picked up within that time will be made available to the next patron on the waiting list or returned to the circulating collection. Patrons who repeatedly fail to pick up items they have placed on hold may lose hold/reserve privileges for up to 6 months.

Interlibrary Loans (ILL)

Materials that are not in the collection of MMPL may be borrowed from another library. This process is outlined in the Interlibrary Loan Policy found on the library's website.

Overdue Materials

Library materials become overdue when they exceed their loan period by one day. At this time an overdue notice will be mailed to the address on file. If the materials are not returned within 10 days following the due date the patron will be sent an invoice for the list price of the material plus a \$5.00 processing fee per item. If the items are returned within 30 days of the invoice being sent, all charges will be removed.

Lost Materials

Any item not returned within 30 days of receipt of an invoice will be considered lost. The patron account will remain blocked until all fines and fees have been paid. The fine for a lost item is the list price plus a \$5.00 processing fee. If a lost item is found within one year of the date of payment a refund may be requested. The item must be in good condition and accompanied by the receipt of payment. The \$5.00 processing fee is non-refundable.

A copy of the material will not be accepted in lieu of, or as a replacement for, items that are lost.

Damaged Materials

Payment for materials returned in an unusable condition is the responsibility of the borrower. The fine for a damaged item is the list price plus a \$5.00 processing fee. Damage may include, but is not limited to, water damage, dirt, evidence of insect infestation, torn pages or cover, or other stains or markings.

Fees may also be charged for the replacement of a damaged cover or case of, for example, a DVD or audiobook.

Depending on the nature of the damage, the item may be retained by the library for 30 days so the patron may view the damage. When that is not possible, photos will be taken and saved. Damaged materials remain the property of Moore Memorial Public Library.

A copy of the material will not be accepted in lieu of, or as a replacement for, items that are damaged.

Payment of Fees

Payment can be made in person using cash or check. Credit cards are accepted for amounts over \$5.00.