

CIRCULATION POLICY

LIBRARY CARDS

1. Eligibility

A Mesquite Library card may be issued to any person residing in the state of Texas.

2. Application Requirements

- a. The library card application must be completed and presented in person at the Circulation Desk of either the Main or Branch Library.
- b. Proof of identity and the address of every applicant must be verified by a Texas Driver's License, Texas Department of Public Safety ID card, or some other form of picture ID or two other acceptable forms of identification (see Appendix A). Addresses listing only P.O. Boxes are acceptable if their Texas driver's license lists a P.O. Box or they have several other verification documents.

3. Age Requirements

- a. Persons fourteen years and older will be issued a card if eligibility and application requirements are met.
- b. Children thirteen years and younger will be issued a card if a parent or legal guardian signs the application in the presence of library personnel.

4. Validity

- a. Library cards are issued for a period of three years.
- b. Any library card is considered valid if the expiration date displayed in the patron record has not passed, there is no hold due to outstanding fines or overdue materials, and if the card has not been reported as stolen or lost.
- c. A library card can be declared invalid and checkout privileges denied based upon an excessive or continued record of delinquency in returning materials or excessive losses of materials by the cardholder.

5. Lost and Stolen Cards

The library should be notified immediately if a library card has been lost or stolen. The patron will be responsible for any transactions occurring prior to this notification.

6. Renewal/Replacement of Library Cards

- a. Expired library cards are renewed without charge. The cardholder is subject to continued adherence to eligibility, application, and age requirements.
- b. Lost and stolen library cards are replaced upon payment of a replacement fee (see Appendix B). The cardholder is subject to continued adherence to eligibility, application, and age requirements.
- c. Damaged library cards are replaced without charge. The cardholder is subject to continued adherence to eligibility, application, and age requirements.

7. Change of Address

Cardholders will notify the library within two weeks of a change of address.

8. Miscellaneous

- a. Library card applications will only be taken until fifteen minutes prior to closing.
- b. Library cards are not mailed except when residency documentation cannot be presented. Receipt of the mailed card serves as verification of address.

CIRCULATION OF MATERIALS

1. Eligibility

- a. Only a person presenting a valid Mesquite Public Library borrower's card or an acceptable form of picture ID, whose record is clear of overdue items and/or outstanding fines, will be allowed to borrow materials.
- b. Exceptions to overdue/fine stipulations may be allowed with the approval of supervisory or administrative personnel.

2. Loan Period

- a. Library materials and equipment are circulated for varying lengths of time (see Appendix C).
- b. A due date will be affixed to each item borrowed.

- c. Materials will not knowingly be made due on Sundays or holidays.
 - d. A deposit and/or fee may be required for some items (see Appendix B).
- 3. Recheck of Materials**
- a. Materials may be rechecked in person, over the phone, or via the Internet.
 - b. Materials may be rechecked once (meaning a total of two checkouts, ex. 6 weeks for most items, 2 weeks for videos.)
 - c. Materials that are on reserve or have another type of hold placed on them cannot be rechecked.
 - d. Overdue materials with a total fine in excess of \$5.00 cannot be rechecked.
 - e. There is not a limit on the number of items to be rechecked.
- 4. Return of Materials**
- It is the patron's responsibility and his/hers alone to guarantee the return of borrowed materials and/or equipment by the due date.
- 5. Checkout Limitations**
- a. The library reserves the right to limit the number of items borrowed on the application visit. Patrons who have received cards on their application visit are limited to two items. If a library card is mailed, no materials may be borrowed on the application visit.
 - b. The library reserves the right to limit the number of items borrowed on any library card especially in heavily used subject areas.
 - c. The library reserves the right to limit the number of pieces of equipment or audiovisual items borrowed on a library card.
- 6. Miscellaneous**
- Library card numbers will be researched for patrons who have forgotten their borrower's cards and have proof of identity.

OVERDUE MATERIALS

- 1. Fines**
- a. A fine will be assessed for all borrowed equipment and/or materials returned after the due date (see Appendix B and C).
 - b. Fines will not exceed the price of the item.

- c. Once fines have reached a threshold of \$5.00, library checkout privileges will be suspended until such time that materials are returned and payment of fines has been settled.
- d. In cases of excessive outstanding fine amounts, payment may be spread over a period of time. Checkout privileges can be restored during the payment period if payment continues on a regular basis and no further losses or unpaid fine amounts become due.

2. Overdue Searches

When library records of overdue materials do not agree with the patron to whom said materials are charged, an overdue search period of sixty days will be initiated upon request. Limited checkout privileges may be extended during this period (see Appendix E).

LOST AND DAMAGED MATERIALS

1. Responsibility

Library patrons are responsible for materials borrowed on their cards including:

- a. payment for damages to equipment or materials;
- b. payment for lost equipment or materials.

2. Basis of Cost

- a. The amount charged for damages to equipment or materials will be assessed by library personnel. A receipt will be issued for all damage payments.
- b. The amount charged for lost materials will be the cost of the item plus a materials processing fee (see Appendix B). A receipt is always issued reflecting payment for lost materials.
- c. The amount charged for lost equipment will be the cost of replacement. A receipt is always issued reflecting payment for lost equipment.

3. Refunds

The library will refund payment for lost materials or lost equipment if returned in good condition and a receipt reflecting payment for said item(s) is presented. Fines accrued up to the date of payment will be deducted from the refund. Materials processing fee will be refunded as a public relations gesture. Refund checks will be mailed from the City of Mesquite and should be received by the patron within 4 to 6 weeks.

ACCESS TO CIRCULATION RECORDS

1. Confidential Information

- a. Since a person's reading habits have been determined by law to be private, the materials checked out by a person or the type of materials read by a person may not be revealed or discussed (see Appendix F).
- b. A person's address, telephone number, driver's license number, date of birth, and place of business contained in the patron files are to be considered confidential.

CIRCULATION POLICY

APPENDIX A

Acceptable Documents for Verification of Address

1. A current Texas driver's license, state DPS issued ID, or other picture ID.
2. A current utility bill (telephone, water, electricity, natural gas, cable).
3. A current property tax receipt.
4. An identification card issued by another public library, recreation department, or school.
5. A current report card issued from a school.
6. Any other document of an official nature that supplies proof of identity and residence to the satisfaction of library supervisory personnel.

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APPENDIX B

Schedule of Fees

<u>Item</u>	<u>Fees</u>
Replacement Fees	
Library Card	\$1.00
Barcode	\$1.00
Book Label (back page)	\$1.00
Audiocassette Case (Plastic)	\$0.50
Kit Bag	\$1.00
Videocassette Case	\$1.50
Compact Disc Jewel Box	\$2.00
Audiovisual Equipment Rental <i>(\$5.00/item cash deposit also required)</i>	\$3.00/day
Interlibrary Loan Materials	\$1.75 (towards postage)
Microfiche/Microfilm Reader Printers	\$0.25/page
Photocopier	\$0.15/page
PC Printers	\$0.10/page

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APPENDIX C

Schedule of Fines and Limitations

Items	Age Requirements	Loan Period (Days)	Limit Per Card	Fine Per Day	Rental/ Cash Deposit	Available Upon Application
Books	None	21	None	\$0.20	None	Yes
Filmstrips	14	21	3	\$0.20	Free	Yes
Kits	None	21	None	\$0.20	Free	Yes
Audios	None	21	5	\$0.20	Free	Yes
Compact discs	14	21	5	\$0.20	Free	Yes
Playaways	14	21	2	\$0.20	Free	Yes
CD-ROMs	14	21	3	\$0.20	Free	Yes
DVDs	18	7	5	\$1.00	Free	Yes
Videos	18	7	5	\$1.00	Free	Yes
16mm Film Projector	18	1	1	\$5.00	\$3/\$5	No
35mm Film Projector	18	1	1	\$5.00	\$3/\$5	No
*Opaque Projector	18					
Overhead Projector	18	1	1	\$5.00	\$3/\$5	No

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APPENDIX D

Guidelines for Issuance of Library Cards to Businesses

1. Only one card will be issued per business.
2. The card will be issued in the name of the business and signed by the owner or, in the case of branches of larger companies, by the local manager.
3. The person whose signature is on the card will be the responsible party and will personally be subject to all library rules.
4. The responsible party must complete a standard library card application which includes the following information:
 - a. Name of Business/Name of Responsible Party
 - b. Business Address
 - c. Business Telephone Number
 - d. Responsible Party's Driver's License Number
 - e. Responsible Party's Signature
5. A current sales tax permit for the business must be presented for verification of information.
6. Materials may be checked out on an application visit if all the above procedures have been completed.

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APPENDIX E

Overdue Searches

When library records of overdue materials do not agree with the patron to whom said materials are charged, an overdue search period of sixty days will be initiated upon request.

A letter will be given to the patron (either in person or by mail) formally initiating the overdue search process. This letter will include the ending date for the sixty day search period.

If only one item is in dispute, library privileges will be continued during the overdue search period. If more than one item is in dispute, only two items will be allowed per transaction unless in the judgement of the Circulation Supervisor and his/her Supervisor this limit should be waived (such judgement could be based on past experience with the patron, or other compelling circumstances). If materials obtained in these subsequent transactions become overdue, library privileges will be suspended until all records are cleared. Overlapping overdue searches will not be permitted.

During the period of overdue search, overdue notices regarding materials in question will be discontinued. Overdue fines continue to accumulate during the search period. If materials are located by the library, the patron will be notified immediately and library records will be cleared. If after the sixty day period, materials are not located, payment for the assessed replacement costs of the materials plus a processing fee for each item must be made immediately. The patron's library privileges will be suspended until such reimbursement is made.

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APPENDIX F

Confidential Information

The general concept of the Texas Open Records Act was that each person is entitled, unless otherwise expressly provided by law, at all times to complete information about the affairs of government and the official acts of public official and employees. The Texas Open Records Act was amended by Act of May 29, 1995, H.B. 1718, 74th Legislature. The amendment made the following exceptions to the Texas Open Records Act:

- (a) A record of a library or library system, supported in whole or in part by public funds, that identifies or serves to identify a person who requested, obtained, or used a library material or service is excepted from the requirements of Section 552.021 unless the record is disclosed:
 - (1) because the library or library system determines that disclosure is reasonably necessary for the operation of the library or library system and the record is not confidential under other state or federal law;
 - (2) under Section 552.023; or
 - (3) to a law enforcement agency or a prosecutor under a court order or subpoena obtained after a showing to a district court that:
 - (A) disclosure of the record is necessary to protect the public safety; or
 - (B) the record is evidence of an offense or constitutes evidence that a particular person committed an offense.

- (b) A record of a library or library system that is excepted from required disclosure under this section is confidential.