

# SAN MARCOS PUBLIC LIBRARY

## TexShare Card & Interlibrary Loan Policy

*The following policy has been adopted by the San Marcos Public Library Board as authorized by Section 2.298 of the City of San Marcos Code of Ordinances. This policy is to be considered the official position of the library.*

### **INTRODUCTION:**

One of the fundamental purposes of the library is to provide the community with access to books, periodicals, and related library materials. In order to accomplish this goal the library seeks to develop a collection which will meet the majority of our citizens' needs. When those needs cannot be met through our own library collection, patrons may request either interlibrary loan services or a TexShare Card. The following policies describe and govern these two services.

### **THE TEXSHARE CARD PROGRAM:**

The TexShare Card Program is a reciprocal borrowing program sponsored by the Texas State Library. Participating libraries may issue their patrons a TexShare card, which may be used to borrow materials directly from any other participating TexShare library. A complete list of the TexShare libraries, along with their circulation policies, can be found on the Texas State Library's web site. Hundreds of academic and public libraries are participants.

#### Requirements for obtaining and using a TexShare Card issued by our library:

In order to be issued a TexShare card from the San Marcos Public Library, patrons must:

- reside in the City of San Marcos or must otherwise be eligible for free library services as authorized by the San Marcos City Council,
- must be registered as San Marcos Public Library card holders for at least two months;
- and must have a clear borrowing record with no outstanding fines or fees.

Patrons under the age of sixteen must have the written authorization of their parent or legal guardian in order to obtain a TexShare card from our library.

TexShare cards are issued for six months at a time and will be renewed only if the patron continues to maintain a clear borrowing record with both our library and other participating TexShare libraries.

TexShare cardholders who owe fines or fees to other TexShare libraries will be blocked from borrowing materials from our library until all fines or fees are cleared from their record. The library will file municipal court complaints, as authorized by city ordinance 58.126, in order to recover materials that are not returned by our patrons to other TexShare libraries.

### Requirements for using a TexShare Card issued by another library:

Non-resident patrons with a current, valid TexShare card from their “home” library are eligible to obtain a free TexShare Limited Service Card at the San Marcos Public Library. The TexShare Limited Service Card will enable the patron to use library computers and check out up to two items at a time. Patrons with TexShare Limited Service Cards are not eligible to check out audiovisual equipment or use the San Marcos Public Library’s interlibrary loan services.

TexShare borrowers must register for a San Marcos Public Library card following standard patron registration procedures which include providing current identification and address verification. As with our local cardholders, TexShare cardholders who are under the age of sixteen must have the authorization of their parent or guardian in order to obtain a library card. The TexShare Limited Service Card will expire on the date specified by the patron’s “home” library or one year, whichever comes first.

TexShare card holders are subject to the same fines, fees and service restrictions as other patrons who purchase a Limited Service Card from the San Marcos Public Library. Standard library procedures will be followed to recover any materials lost by TexShare borrowers. Should these fail, the “home” library of the TexShare patron will be billed for the materials.

### **INTERLIBRARY LOAN SERVICES:**

The interlibrary loan program is a nationwide library resource-sharing program in which participating libraries borrow materials from one another on behalf of their patrons. In most cases the materials are mailed from one library directly to another library and the borrowing library is financially responsible for losses or damages which may occur during the loan process.

#### Eligibility for Interlibrary Loan Services:

In order to be eligible for interlibrary loan services from the San Marcos Public Library, patrons must:

- reside in the City of San Marcos or must otherwise be eligible for free library services as authorized by the San Marcos City Council,
- must be registered as San Marcos Public Library card holders for at least two months;
- and must have a clear borrowing record with no outstanding fines or fees.

#### Lending Library Fees:

Most lending libraries do not charge for interlibrary loan services, however some special and academic libraries do charge fees for photocopying or lending materials through the interlibrary loan system. Although our library will make an effort to get materials from libraries that are known not to charge fees, patrons are required to pay any fees charged by the lending library in association with filling their request,

In order to both expedite the loan process and avoid surprise fees, patrons are requested to indicate the maximum amount they are willing to pay the lending library for each interlibrary loan requested. This information should be provided at the time the request form is filled out. Fees are due upon receipt of the materials and are payable directly to the lending library.

#### Postage Fees:

The library charges interlibrary loan postage fees to cover the cost of mailing items back to the lending library or the cost mailing photocopies directly to our patrons. Patrons are required to pay postage fees upon receipt of interlibrary loan materials. Patrons who do not pick up their interlibrary loan requests are still expected to pay the associated postage fees.

#### Charges for Lost Interlibrary Loan Materials:

Patrons who lose interlibrary loan materials must pay the replacement fee and any processing fees as required by the lending library. These fees should be made payable directly to the lending library.

#### Failure to Return Interlibrary Loan Materials:

Patrons who fail to return or renew interlibrary loan materials by their due date will be blocked from borrowing additional materials from our library. Patrons who fail to return interlibrary loan materials within two weeks after our library sends a letter requesting their return are in violation of City Ordinance 58.126. The library will file municipal court complaints, as authorized by this ordinance, in order to recover the materials.

#### Other Restrictions Relating to Interlibrary Loan Services:

Our library adheres to the National Interlibrary Loan Code and conforms to all restrictions and guidelines stated in the code. In addition, we restrict interlibrary loan services in the following ways:

- Patrons are limited to five active interlibrary loans at one time. An active interlibrary loan is defined as a pending request or an item currently charged out to the patron. Due to their high replacement cost, only one audiovisual item may be requested at a time.
- Items that are listed in our library catalog as owned or “on order” will not be requested.
- Both our library and the lending library reserve the right to place restrictions on the use of interlibrary loan materials. Materials will be restricted to “in library use only” if they are considered by our staff or the lending library to be fragile, rare, or likely to be valued at over \$75.00.

*Adopted: February 26, 2001*

*Revised: August 22, 2005*