

## **HURST PUBLIC LIBRARY CIRCULATION POLICY**

The policies listed below shall be abided by and upheld by each and every patron whose signature upon the required membership application is filed at this Library.

### **Borrowers Cards**

Borrowers cards at Hurst Public Library are available free of charge to all residents of the state of Texas. (Temporary guest cards are available for out of state visitors who can verify a local address and provide proof of permanent address.)

### **Registration**

The application card must be fully completed and signed in the presence of Library staff or their designee. The name and signature on the application must match the identification.

All changes of address or telephone number should be reported immediately

### **Adult Cards**

Patrons 18 years or older who have appropriate identification as designated by Library policy may hold adult library cards.

To obtain a library card, a patron must present their valid Texas Driver's License with a current address, or comparable photo ID. In lieu of this identification, two pieces of approved official identification will be required, including one photo ID and one with a correct address. (i.e. rent receipt, utility bill, bank check etc.)

### **Youth Cards**

Youth applications must be signed in person by the parent or legal guardian.

Proof of residency on the application is established by using the identification of the authorizing adult as specified for Adult applications.

A child who is accompanied by their legal parent or guardian may have their own Library card.

The adult signing the application is liable for all materials borrowed on the card.

### **Guest Cards**

Out of state residents, or residents without proof of current Texas address, may obtain a temporary guest card limited to Internet Services only.

The applicant must present his valid Drivers License with permanent address, or comparable photo I.D

## **Lost or Stolen Cards**

The patron to whom the card is issued is liable for all materials borrowed on his card. Each person is therefore responsible for the use of his card if it should be lent to another.

If the card is lost, stolen, or mislaid, the loss should be immediately reported in person. Until this is done and only if a new I.D. number is requested, the owner of the card will continue to be liable for materials borrowed on that card.

Lost cards may be replaced for a \$1.00 charge.

There is no charge to renew an existing card when presented.

## **Borrowing Policies**

Each patron must present a valid Hurst Public Library Card at time of checkout to remove materials from this Library. Without his/her card, if a patron has a valid card with a clear record on file, he/she may borrow materials if he/she can present a valid photo I.D.

Cardholders should report address or telephone changes immediately.

Three items of material may be borrowed on a new application. On subsequent visits the limit will be raised to 25 items. However, some materials may be additionally restricted based on demand.

Hurst Public Library is not responsible for claims or damage to a patron's equipment due to use of Library materials, including but not limited to: DVDs, CDs or software.

## **Loan Periods**

DVDs, magazines, special collections – 1 week

Books, Audiobooks, Compact Discs – 3 weeks

## **Overdue Notices**

In the interest of all Library users, borrowed materials should be returned within the time limits set by the Library. The individual cardholder or his legal guardian is responsible for all items on the account until the items are returned in good condition or are paid for according to Library procedures.

## **Fines & Fees**

In accordance with a directive from the City Council, the following fees are charged:

Replacement for lost Library Card	\$1.00
Interlibrary Loan	Up to \$.50 in network or cost of postage for items borrowed out of network
Lost or Damaged Materials	Cost plus \$4.95 - \$5.00 non-refundable processing fee plus overdue charges rounded up to the nearest nickel.
Missing CD Booklet	\$2.00
Missing A/V cases	\$5.00
Missing or Damaged Book Jacket	\$5.00

Materials are due on the date printed on the receipt. Failure to return overdue items will result in loss of some library privileges until items are returned or paid for.

An outside deposit drop on the west side of the building, open 24 hours a day, has been provided for return of materials.

Money **should not** be put in the deposit drop.

As a courtesy, the Library contacts borrowers who are late in returning materials. However, notification is provided as a courtesy rather than a right.

The Library will make reasonable efforts and utilize available legal measures to insure that materials are returned to the Library in a timely fashion.

## **TexShare Cards**

### **Hurst Public Library TexShare Cards**

Available to City of Hurst Residents, age 18 and older who are registered borrowers with Hurst Public Library for a minimum of 3 months.

Applicant must have no fees or overdue materials on their account.

Card is good for a maximum of 1 year.

Overdue materials and unpaid fees incurred on the TexShare Card result in loss of TexShare privileges.

Fees paid by Hurst Public Library to a TexShare lending library for unrecovered materials or fees due from the TexShare borrower will be charged to the borrower's Hurst Public Library account.

Users are responsible for returning materials borrowed from other TexShare libraries to the lending library.

Hurst Public Library is not responsible for returning materials to other lending libraries.

### **Lending Policies for TexShare Card Holders from other Libraries**

Borrowers must present the TexShare Card from their home library and a photo I.D.

Borrower must fill out a Hurst Public Library application.

The Hurst Public Library card with a TexShare designation will be valid for the time limit set by the home library as shown on the TexShare Card.

TexShare Card accounts have the same privileges and responsibilities as regular Hurst Public Library cardholders.

Materials borrowed on these cards must be returned to Hurst Public Library.

### **Confidentiality**

Information about Library accounts is private and available only to the cardholder unless written permission is granted before the Library grants access to the account.

In accordance with the Library Bill of Rights, the Library does not restrict the use of materials except as stated. Responsibility for a child's reading, listening or viewing choice lies with the parents or guardians and not with the Library or its staff.

The staff of Hurst Public Library is responsible for the enforcement of the afore listed rules and regulations as they are written above.

Approved by Hurst Library Board and Hurst City Council – Effective February 01, 2026