



Farmers Branch Mankse Library – CIRCULATION POLICY

Proposed: To Library Advisory Board – 01/14/2015

Accepted: By Library Advisory Board – 01/14/2015

LOAN GUIDELINES

POLICY STATEMENT

Library users are assured of fair and equitable access to all library materials.

REGULATIONS

1. Loan of materials: There is a checkout limit of 50 total items per library card, and of that 10 may be DVDs. Loanable materials have a maximum of 10 renewals.
2. Holds: Any circulating library materials may be placed on hold. When the item requested is available, the patron is notified that the material will be held for seven (7) days. Patrons may place up to 20 holds per account.
3. Suspension or revocation of borrowing privileges: The Library Director may suspend or revoke borrowing privileges when fines are not paid, library material is not returned, or library policies are not followed.
4. Equipment malfunctions: The library is not responsible if a patron's equipment malfunctions when playing media borrowed from the library.
5. Library Staff: Library staff will check out all materials for personal use through circulation channels in accordance with the policies established for all library patrons. Staff are responsible for any fines or damage charges incurred.

LIBRARY CARDS

POLICY STATEMENT

Library cards are issued free to residents of Farmers Branch and Carrollton (a reciprocal city), or a TexShare cardholder. Other Texas residents are eligible for a library card upon payment of an annual fee of \$200.00.



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*TEXSHARE Cards are available through a patron's home library, which grants borrowing privileges in participating Texas libraries.

REGULATIONS

Farmers Branch Public Library respects its patrons' privacy by keeping gathered information confidential. The library abides by Texas Government Code 552.124.

1. Photo identification and proof of current physical address (such as a utility bill or other piece of USPS delivered mail) are required.
2. Acceptable forms of identification include:
 - Driver's license
 - Federal, state or local government ID card
 - Passport
 - School ID card
 - U.S. Military card
 - Permanent Resident Card / Alien Registration Receipt Card / Consulate ID
3. Internet Guest Cards are available to adults with a photo ID and to children with parent or guardian with a photo ID upon payment of an annual fee of \$25.00. Internet Guest Cards are valid for 1 year.
4. Patrons must present a current ID to obtain a library card and accounts must be in good standing (i.e. not delinquent) before a card is renewed.

Library Cards expire on the following schedule:

- Farmers Branch Residents: **3 Years**
 - TexShare Cardholders: **6 Months**
 - All Other Cards: **1 Year**
5. Cards for Children:
 - There is no minimum age for obtaining a library card.
 - Parent or legal guardian must present his/her photo identification and proof of current address for cards issued to children under the age of 17.
 - Parents or legal guardians are responsible for items checked out by their minor children.



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- If parent or legal guardian has a library card, the card must be in good standing.

FINES & FEES

POLICY STATEMENT

All cardholders are responsible for materials borrowed on their card. The Library Director may impose and collect fines for the infringement of the established rules and regulations and may suspend or revoke the borrowing of any book or other material by a cardholder who has failed or refused to pay any fine or to return any book or other material by the due date set by the Library Director.

Email reminders, for materials due, are a courtesy of the library. Patrons are obligated to return their materials on time, even in the event reminder notifications are not received.

REGULATIONS

1. A library card becomes delinquent when the charges on his/her account reach \$30.00. Borrowing privileges are suspended until the total charges owed are less than \$30.00.
2. Staff have the option of waiving or reducing a charge if they feel extenuating circumstances so warrant.
3. All library debts are discharged when listed in a patron's bankruptcy.
4. A police report (filed within 60 days of items being due) is necessary for the Library to waive related fees and replacement costs on items stolen from the patron or checked out on a lost/stolen library card. Processing fees are non-refundable.
5. Patrons may be given a refund within 6 months of payment for lost items. Return of the library item in reusable condition and proof of payment showing method of payment are required for a refund.

OVERDUE FINES & FEES (PER ITEM)

All cardholders are responsible for materials borrowed on their card. The Library may impose and collect fines for the infringement of the established rules and regulations and may suspend or revoke



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| 1. Books, Magazines, CDs: | \$0.10 per day |
| 2. DVDs: | \$1.00 per day |
| 3. Replacement Library Card: | \$1.00 |
| 4. Processing fee for lost item: | \$5.00 |
| 5. Missing/Damaged item: | Replacement cost as determined by the Library |
| 6. Maximum Overdue fine per Item: | \$10.00 |