TEXSHARE CARD POLICY

For Rhome Community Library Patrons requesting a TexShare Card –

**Eligibility:**

TexShare cards are issued on a case-by-case basis. The card expires one year after the date it is issued. After that period, the patron must obtain a new TexShare card. To qualify for a TexShare card, patrons must meet the following criteria:

• Patrons must have been a member of the Rhome Community Library for at least 6 months. • Patrons must have a good borrowing history with the library system. • Patrons must not have outstanding fines, fees, or overdue books at the time the card is issued.

• Patrons must be at least 18 years old to request a TexShare card.

• Patrons who accrue fines, fees, or overdue books will have borrowing privileges at participating TexShare libraries suspended until such time that financial obligations have been resolved.

**Card Uses:**

A TexShare card grants the cardholder borrowing privileges at participating TexShare libraries across the state. This includes participating public libraries as well as participating public and private colleges and universities. Lending policies vary from library to library, so the cardholder will need to verify eligibility with the lending library. The cardholder must abide by the policies of the lending library when borrowing their items.

**Responsibilities:**

**The cardholder must return items to the lending library** and is solely responsible for any expense involved in returning the items. The cardholder is solely responsible for all fines and fees accrued at other libraries and may have borrowing privileges suspended if he/she has outstanding charges with any TexShare library. The cardholder must pay the participating library for any books lost or damaged.

**Cancellation:**

The Rhome Community Library may at any time revoke a patron's TexShare card if that person has outstanding fees or fines with any TexShare library. Failure to return materials or to pay outstanding charges in a timely manner will result not only in the cancellation of TexShare privileges, but in the suspension of borrowing privileges with the Rhome Community Library.

For TexShare Card holders from other libraries who want to utilize the Rhome Community Library -

**Limitations:**

TexShare cardholders will be held to the same borrowing limits as local patrons at the Rhome Community Library. TexShare cardholder accounts issued through the Rhome Community Library will expire after one year or at the expiration date on the TexShare card, whichever comes first.

**Eligibility:**

TexShare cardholders must have both a current TexShare card and a current form of photo ID (driver's license, school ID card, government-issued ID, etc.) to open an account at the Rhome Community Library. TexShare cardholders must be 18 years and older to open a Rhome Community Library account.

**Circulation Procedures:**

TexShare cardholders are limited to no more than 5 items checked out at one time. The cardholder is responsible for returning all items to the Rhome Community Library by 5:00 on the due date. Items returned to a different library will not be sent to the Rhome Community Library and will not be checked in as a returned item. The cardholder will be required to retrieve the item(s) and return them to the Rhome Community Library. Fines will be assessed if the item(s) is/are returned past the due date. TexShare cardholders will be allowed only one renewal. Failure to promptly return items or to pay fines or fees will result in suspension of your account.

**Fines:**

Fines accumulate at the same rate as for local Rhome Community Library borrowers. All items except DVDs and Blue Rays are fined at the rate of 15¢ per day. DVDs and Blue Rays are fined at the rate of $1.00 per day. The maximum fine is $5.00 per item (or the price of the item if less than $5.00). If items are not returned, the cardholder will be charged the price of the item plus a $5.00 processing fee. These charges will be reported to the library that issued the card, but all fines and fees must be paid to the lending library. Cardholders who fail to pay fines or fees will not be allowed checkout privileges at any other TexShare library.

The Director of Library Services or his/her designee reserves the right to make changes to any library policy or procedure as the need arises for health, safety and public interest concerns.