

## CIRCULATION POLICIES

*The following policies have been adopted by the San Marcos Public Library Board as authorized by Section 2.298 of the City of San Marcos Code of Ordinances. These policies are to be considered the official position of the library, and are to be followed by all concerned with using or administering library service, facilities, and resources.*

### I. LIBRARY CARD REQUIREMENTS

A.) In order to borrow materials or equipment from the library, a person must obtain a library card and present it at the circulation desk at the time of the loan transaction. Once registered, a person may use the barcode on the Texas Driver's License or Texas Identification card.

B.) In order to obtain a library card a person must be at least sixteen (16) years of age, agree to accept full financial responsibility for all library materials charged out on their card, and provide verification as described below.

C.) In order to obtain a library photo identification card a person must be at least eighteen (18) years of age, agree to accept full financial responsibility for all library materials charged out on their card, and provide verification as described below.

D.) Parents or guardians of children under the age of sixteen may obtain a card in their child's name. The parent/guardian must agree to oversee the child's use of the library and accept full financial responsibility for all materials charged out on the child's card. A photo ID and address verification are also required. Parents who owe the library fines or fees on their own library card or the library card of any child for whom they have accepted financial responsibility may not register additional children for library cards until they have paid all outstanding fines and fees.

E.) Library cards will be issued only to individuals and not to clubs, organizations or businesses.

### II. VERIFICATION OF ADDRESS and IDENTITY:

A.) Applicants for library cards must provide a photo ID and verification of both their mailing address and physical address, if different from their mailing address. All items must be originals, no photocopies. An applicant may provide a current Texas Driver's License or official D.P.S. Identification Card with current address and obtain a library card. If unable to provide one of those items, the applicant may provide any three of the following items, with at least one item including a photo:

- a current rent or lease agreement
- a current utility bill
- a current voter registration card
- a current renter's, homeowner's or car insurance policy

- a current property tax statement from the CAD
- checks with an address imprinted on the face of the check
- paycheck with name and address imprinted
- Student Identification card
- Current student registration or school record
- Club card with photo
- Credit card
- Debit card
- Inmate identification card with photo
- Shelter identification card with photo
- Online arrest record with photo
- Amusement park pass with photo
- Birth certificate
- Copy of medical record with name and address
- Religious record
- Passport
- Employee identification card
- Health insurance card
- Military identification card
- Library card from another library
- Mexican Matricula Consular card
- Driver's license or identification from another state

B.) Young adults (persons who are age 16 or 17) who do not have a photo ID and/or any of the listed forms of official address verification must have their parent or guardian apply for a card on their behalf.

C.) If a person is eighteen or over and does not have one of the official forms of address verification listed above but is able to provide a photo ID and a recently postmarked envelope mailed to them at their address, we will issue them a temporary card which has a loan limit of two books. This will provide the applicant with limited library services until they are able to obtain one of the official forms of address verification. Children under the age of eighteen will not be issued temporary library cards under this provision of our policies.

D.) Library cardholders are required to inform the library of any change in their address. The library reserves the right request patrons to re-verify their address at any time.

### III. FEES FOR LIBRARY CARDS

A.) The San Marcos City Council establishes the policies regarding charges for library cards. These policies are adopted by ordinance or through interlocal agreements with other governmental entities.

B.) Current ordinances and interlocal agreements provide for free cards to be issued to those who have a San Marcos or Hays County address, or those who own property in the City of San Marcos and Hays County, as well as, to children under the age of eighteen who reside within the SMCISD

boundaries. Guest cards may be issued under special circumstances at the discretion of the Library Director.

C.) Other patrons may obtain a library card by paying the non resident fee as established by City Council and included in Section 58.127 of the City of *San Marcos Code of Ordinances*.

D.) Patrons who lose their library card may obtain a replacement card for a fee. Replacement cards will only be issued to the original library card applicant. A child's replacement card will only be issued to the parent or guardian who accepted financial responsibility for the original card.

#### IV. CIRCULATION RESTRICTIONS

A.) The library makes no attempt to monitor, restrict, or supervise an individual's selection of materials. Patrons of all ages are free to borrow materials from either the adult or children's area of the library collection. Parents who wish to restrict their child's use of library materials are expected to provide sufficient supervision of their child to accomplish this.

B.) Loan periods, loan limits and other restrictions on the circulation of library materials or equipment will be established as necessary by the Library Director based on such factors as demand, format, physical condition or value of the material.

C.) New cardholders are limited to checking out two items during the first week after obtaining their card.

D.) Patrons must return, renew, or pay for overdue items before they may check out additional items.

E.) The Library Director will establish a system of notifying patrons in writing that they have overdue materials and will file Municipal Court complaints as necessary to recover overdue materials from patrons who are in violation of the City Code of Ordinances -- section 58.126. This ordinance states that it is unlawful to fail to return library materials within two weeks of the library sending out a written notice that the materials are overdue.

#### V. FINES, FEES, AND OTHER CHARGES

A.) The City Council establishes, by ordinance, the fees for non-resident library cards and replacement cards, overdue fines, processing fees for lost and damaged materials, and municipal court fees.

B.) The Library Director establishes the replacement or repair fees which will be charged for lost or damaged materials and equipment.

C.) All fines, fees, or other charges owed to the library must be paid in full before patrons may check out additional library materials.

#### VI. USE OF COPYRIGHTED MATERIALS

A.) Library patrons are required to observe copyright laws governing the use of books, tapes, videos, software and other materials borrowed from the library.

B.) The library accepts no responsibility for infringement of copyright laws by library patrons.

*Original Policy Adopted June 1983*

*1<sup>st</sup> Revisions to the Policy --Adopted August 25, 1997*

*2<sup>nd</sup> Revisions to the Policy – Adopted March 25, 2002*

*3<sup>rd</sup> Revisions to the Policy—Adopted June 27, 2005*

*4<sup>th</sup> Revisioins to the Policy – Adopted August 27, 2018*

*5<sup>th</sup> Revision to the Policy – Adopted October 25, 2021*