**TexShare Policy**

**Jarrell Community Library and Resource Center**

Approved by the Executive Board 11/13/22

**Limitations:** Visiting TexShare cardholders are limited to 2 items checked out at a time. Regular circulating materials are available for check out, as detailed in the Jarrell Community Library and Resource Center (JCLRC) Circulation Policy. Rules for card use are per the JCLRC Circulation Policy. Interlibrary Loan is not available for visiting TexShare cardholders. Interlibrary loan requests should be made at the cardholder’s “home” library.

**Eligibility:** Current adult JCLRC cardholders in good standing, with no pending fines or lost or damaged items may apply for a TexShare Card. JCLRC patrons are eligible for a TexShare Card after holding a JCLRC card for 4 months with no pending fines or outstanding issues. TexShare Card applications and renewals must be made in person.

Visiting TexShare card holders must complete a JCLRC application form in person, according to JCLRC Circulation Policy, and present: 1. Their current TexShare Card, 2. A current and valid photo ID, 3. Proof of current address, 4. Their valid home library card.

**Hours:** Regular JCLRC hours of operation, with holidays and closures as posted. Normal hours are Tuesday Through Thursday 10:00 am-6:00 pm, Saturday 10:00 am -2:00 pm.

**Card Availability:** Cards are available during JCLRC open hours, up until 10 minutes prior to closing. TexShare Cards will expire after 12 months or by the expiration date of the TexShare Card issued by the home library- whichever is sooner. TexShare cards may be renewed.

**Renewal of Materials:** Library materials may be renewed in person, phone, or e-mail. Presentation of a Library card is not required for renewal of materials. Materials may be renewed up to 4 times unless they have been recalled by another patron. Items that are on reserve for other patrons may not be renewed. Renewals will not be allowed within ten days of the TexShare Card expiration date. Items can be renewed online through the patron’s account in the library online catalog at <https://jarrell.biblionix.com/catalog/> or by calling the circulation desk at (512) 541-1036.

**Returns:** Items must be returned to Jarrell Community Library and Resource Center by the due date. Items may be returned at the Circulation Desk or through the outside book drop, which is open 24 hours. Items may be returned to the library by first-class mail to: Jarrell Community Library

 113 Limestone Terrace #500

Granger, Texas 76537

Damaged items must be returned to the circulation desk.

**Overdues:** JCLRC does not accept responsibility for notifying borrowers of overdue materials, however, as a courtesy, notices may be mailed. Overdue notices are provided by email, if the patron has a valid email address on file, and by first-class mail. A second notice will be sent when the item is fourteen days overdue.

**Recalls:** Any patron may place a hold on a checked out item. Items on hold may not be renewed, and items that have been checked out for more than 14 days will be recalled by the library. Recall notices are provided by email, if the patron has a valid email address on file, and by first-class mail. Patrons will be given five days from the notice to return the recalled item. Fines for items not returned by the new due date will be charged and patrons will not be allowed to checkout or renew additional items until the item has been returned and all fees have been paid.

**Non-Circulating Items:** As per JCLRC Circulation Policy, reference materials, DVD’s and other materials as suggested by the Library Director are not available for check out.

**Loan Policies:** Generally, circulating library materials are checked out for a 2-week period. New Books will be checked out for a 1-week period.

**Fees:** 10¢ per day, per item, with a maximum fine of $5.00 per overdue item. Damages will be charged according to the Circulation Policy. All other fines and fees prescribed by the Circulation Policy apply as appropriate.

**Lost Items:** Items are considered lost when so declared by the Library or the patron. Lost items will be assessed at replacement value plus applicable overdue fees (up to $5.00 per item). Lost items must be reported immediately to the circulation desk to stop any overdue charges. Damaged items must be returned to the circulation desk for assessment. If in the library’s sole opinion the item is damaged beyond repair, it will be marked as lost and the patron has the option to keep the damaged copy. Lost items and items damaged beyond repair are charged the list price for a replacement copy plus a $10 processing fee. If a new copy is not available, the patron will be charged $25 plus a $10 processing fee. Damaged items that can be repaired will be charged a $5 processing fee.

**Billing:** Bills for fines, damaged materials, or lost materials are due at the time they occur. Payments may be made to the Jarrell Community Library and Resource Center, 113 Limestone Terrace #500, Granger, Tx 76537. Failure to pay will result in loss of all library privileges.

Information is also available by contacting Library staff at 512-541-1036

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