

# UNIVERSITY PARK PUBLIC LIBRARY

## LIBRARY BORROWING POLICY

### **How to Get a Library Card:**

Library cards are free to residents and employees of University Park and to residents within the Highland Park Independent School District boundaries. The University Park Public Library (UPPL) will issue library cards to non-residents on a reciprocal basis. Library cards will be offered at no charge to residents of cities who offer University Park residents free library cards. Non-residents will be charged the same fee that their cities will charge University Park residents for a library card.

A library card gives the card holder checkout privileges at the library and access to electronic resources. The card is valid for one year. By signing the back of the card, the library patron agrees to accept responsibility for use of the card and to follow all library policies.

Cards are obtained by presenting a valid governmental photo identification and proof of address for legal adults (18 years old or older). Under age 18, a person must be connected to an adult sponsor (parent or guardian) and be able to sign or print his/her own name. The adult sponsor must be a registered borrower.

### **Library Account:**

The library account number is the 14 digit number on the front of the patron's library card (no spaces between digits). When the card is issued, the PIN number assigned will be the last four digits of this number. The PIN can be changed by the patron in the *My Account* area of the Library's online catalog. The Library account number with PIN number combination is used to provide access to electronic resources, which the Library makes available to its patrons.

A lost library card should be reported immediately. There is a fee to replace a lost card, which is listed in the Master Fee Schedule. Patrons must present their library cards at time of renewal or pay the replacement fee.

The Library honors the State of Texas *TexShare* card from any reciprocating library in the State. For more information on the *TexShare* program, see the information found on the Texas State Library and Archive Commission website at [www.tsl.state.tx.us/texshare](http://www.tsl.state.tx.us/texshare)

### **Check-out and Renewal of Materials:**

The patron presents the library card at the service desk or self-check station with the items selected for check out. If the library card has been forgotten, library staff will hold materials until the library card is located or replaced.

### **Holds:**

Holds may be picked up by family members with prior approval. Holds may be placed by phone, online, or in person. Hold notifications are given by phone, email, or text message.

### **Renewals:**

Items may be renewed up to five times unless a hold has been placed on the item. Renewals may be made by phone, online, or in person.

### **Overdue materials:**

If items become overdue, the borrowing privilege is suspended until items are returned and fees have been paid. If the patron has email, a courtesy notice will be sent one day before an item reaches overdue status. Once an item has become one week overdue, the library sends an overdue notice. The overdue fine is listed in the Master Fee Schedule. At six weeks delinquent, the book will be considered *lost* and a bill will be sent. See **Lost Materials**.

### **Check out:**

Books, with the exception of those marked *new*, are checked out for three weeks. Items marked *new* are checked out for two weeks and are limited to two (2) items. DVDs and magazines are checked out for one week. DVDs are limited to two (2) per card. Other materials are limited to 50 per card and may be checked out for three weeks. Check out period for electronic resources will be listed on the website for that resource.

### **Lost materials:**

When materials are lost, the patron is charged a processing fee, listed in the Master Fee Schedule. The patron will be charged a replacement cost; the replacement cost will vary and is based on the original acquisition cost of the item. The Library will accept an exact replacement for lost items. The replacement must be a new, uncirculated book. Borrowing privileges will be suspended until the replacement cost has been paid or the item has been replaced. If the item is later found, the Library will gratefully accept it as a donation; however, the Library does not refund replacement or processing fees.

## **OTHER BORROWING SERVICES**

### **TexShare Program:**

*TexShare* is a two-pronged program offered by the Texas State Library and Archives Commission to library patrons throughout Texas. The card program provides a *statewide library card* for Texas residents. Patrons of the UP Public Library can obtain a *TexShare* card and use it at any other participating library in Texas. Cards will be issued to any patron in good standing. The card is issued initially for three months and thereafter for six month periods.

The other *TexShare* program is the database program which is explained in the Library's **Electronic Resources User Policy**.

**OverDrive:**

*OverDrive* is the Library's system that allows current University Park Public Library residents card holders to access *downloadable* e-books and audio books using their library account number (card barcode) and PIN. The loan period for downloadable items can be found on the *OverDrive* website, which can be accessed from the Library's homepage, [www.uplibrary.org](http://www.uplibrary.org).