

TexShare Lending Policy for Smith Public Library

Approved by the Library Board, April 9, 2018

Library Card Contact: 972-516-6250

E-mail: libinfo@wylitexas.gov

Webpage: www.wylitexas.gov/library

Obtaining a TexShare Card: To obtain a TexShare card, patrons must have a good borrowing history with the Smith Public Library for the most recent three months. Library patrons applying for a TexShare card must also present a photo ID, proof of current address and two working telephone numbers. TexShare cards will only be issued to patrons who are 18 years or older. Cards are valid for six months from the date of issue and can be renewed in person at the Smith Public Library. TexShare privileges will be suspended if there are overdue items or if library fines exceed \$5.00. Application for a TexShare card may not be initiated during the last fifteen minutes before closing.

Using a TexShare Card: Patrons will not need to use a TexShare Card at the Smith Public Library. If they live in Texas and have a valid picture I.D. and proof of address they will obtain a Smith Public Library Card. Cards are issued during regular hours of operation.

Hours of Operation: Monday thru Thursday 10 a.m. to 8 p.m.
Friday and Saturday: 10 a.m. to 5 p.m. Holiday hours are posted on our website and the library.

Loan Policies: Three-week checkouts: Books, Books on CD, Music CDs, DVDs & Magazines in the Adult Section. One-week checkouts: New Adult DVDs, Juvenile Holiday Books & Juvenile Holiday DVDs. Any fines or fees incurred are the responsibility of the TexShare card user. Patrons owing fines greater than \$5.00 shall no longer be in good standing with the Smith Public Library and all borrowing privileges shall be suspended.

Renewals: Items can be renewed twice by phone, in person or through the website if items are not overdue or on hold for another person.

Returns: Only materials belonging to the Smith Public Library may be returned to this location. Borrowed materials from this library may be returned using the inside or outside book return.

Recalls: We do not recall items. However, items on hold may not be renewed.

Non-Circulating Items: Reference, current issue of magazines, newspapers.

Overdue Reminders: Overdue reminders will be received by phone or email.

Fines and Fees: Materials that are not returned by the due date are assessed a \$.10 extended use fee. DVDs carry a \$.50 per day per item extended use fee. Extended use fees were approved by our Mayor and City Council.

Lost Items: Lost or damaged materials have a processing fee of \$3.00 added to the cost of the item.

Billing Information: Payment for fines, fees or lost materials can be paid at the checkout desk at the library.