

TEXSHARE CARD POLICY

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. In order to qualify for a TexShare card, patrons must meet the following criteria:

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

Card Uses:

A TexShare card grants the cardholder borrowing privileges at all TexShare libraries across the state. This includes libraries at all public and most private colleges and universities, as well as certain public libraries. Lending policies vary from library to library, so the cardholder will need to verify eligibility with the lending library.

Responsibilities:

The cardholder should 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.

Cancellation:

The Moore Memorial Public 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 Moore Memorial Public Library.

TEXSHARE LENDING

Limitations:

TexShare cardholders will be held to the same borrowing limits as local patrons at the library.

Eligibility:

Cardholders must have both a current TexShare card and a current form of photo ID (driver's license, school ID card, etc.)

Checkout Procedures:

The cardholder is responsible for returning all items to the lending library before the end of the checkout period. The materials may be returned in person, by mail or using a delivery service, but the cardholder assumes all expenses involved in returning the items.

Fines:

Fines accumulate at the same rate as for local borrowers. The maximum fine is \$5.00 per item. If items are not returned, the cardholder will be charged for 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.