

CIRCULATION POLICY

LIBRARY CARDS

1. Eligibility

A Mesquite Library card may be issued to any Mesquite resident, City of Mesquite employee, MISD student or employee, and Dallas County Eastfield Campus students. Other exceptions may include residents of Balch Springs and Garland. Businesses located in Mesquite may obtain a library card in the name of the business by showing proper identification.

2. Application Requirements

- a. The library card application must be completed and presented in person at the Circulation Desk of either the Main or Branch Library.
- b. Proof of identity and the address of every applicant must be verified by a current Texas Driver's License, current Texas Department of Public Safety ID card, or some other form of picture ID **or** two other acceptable forms of identification (see Appendix A). Addresses listing only P.O. Boxes are acceptable **if** their Texas driver's license lists a P.O. Box or they have several other verification documents.

3. Age Requirements

- a. Persons fourteen years and older will be issued a card if eligibility and application requirements are met.
- b. Children thirteen years and younger will be issued a card if a parent or legal guardian completes and signs the application in the presence of library personnel.

4. Validity

- a. Library cards are issued for a period of three years.
- b. Any library card is considered valid if the expiration date displayed in the patron record has not passed, and if the card has not been reported as stolen or lost.
- c. A library card can be declared invalid and checkout privileges denied based upon excessive losses of materials by the cardholder.

5. Lost and Stolen Cards

The library should be notified immediately if a library card has been lost or stolen. The patron will be responsible for any transactions occurring prior to this notification.

6. **Renewal/Replacement of Library Cards**
 - a. Expired library cards are renewed without charge. The cardholder is subject to continued adherence to eligibility, application, and age requirements.
 - b. Lost library cards are replaced upon payment of a replacement fee (see Appendix B). The cardholder is subject to continued adherence to eligibility, application, and age requirements.
 - c. Damaged library cards are replaced without charge. The cardholder is subject to continued adherence to eligibility, application, and age requirements.

7. **Change of Address**

Cardholders will notify the library within two weeks of a change of address.

8. **Miscellaneous**
 - a. Library card applications will only be taken until fifteen minutes prior to closing.

9. **Non-Residents**

Beginning October 1, 2020, the Mesquite Public Library System will charge a \$25 nonrefundable annual fee for non-residents who apply for a library card. The non-resident library cards will be valid for 1 year and have the same privileges and fees as resident library cards. The annual fee may be amended and changed by the Mesquite City Council, as deemed necessary. Replacement cards are \$1.00 and are only valid until the original expiration date.

CIRCULATION OF MATERIALS

1. **Eligibility**
 - a. Only a person presenting a valid Mesquite Public Library borrower's card or an acceptable form of picture ID, whose record is clear will be allowed to borrow materials.
 - b. Exceptions may be allowed with the approval of supervisory or administrative personnel.

2. **Loan Period**
 - a. Library materials are circulated for varying lengths of time (see Appendix C).

- b. A due date receipt will list each item borrowed on that day.
 - c. Materials will not knowingly be due on Sundays or holidays.
- 3. Renewal of Materials**
- a. Materials that are not returned by their due date are automatically renewed for one (1) additional loan period.
 - b. Materials may be renewed only once (meaning a total of two checkouts, ex. 6 weeks for most items, 2 weeks for DVDs.)
 - c. Materials that are on reserve or have another type of hold placed on them cannot be renewed.
- 4. Return of Materials**
- It is the patron's responsibility and his/hers alone to guarantee the return of borrowed materials.
- 5. Checkout Limitations**
- a. The library reserves the right to limit the number of items borrowed on the application visit. Patrons who have received cards on their application visit are limited to two items.
 - b. The library reserves the right to limit the number of items borrowed on any library card especially in heavily used subject areas.
- 6. Miscellaneous**
- Library card numbers will be researched for patrons who have forgotten their borrower's cards and have proof of identity.

LOST AND DAMAGED MATERIALS

- 1. Responsibility**
- Library patrons are responsible for materials borrowed on their cards including:
- a. payment for damages to materials
 - b. payment for lost materials
- 2. Basis of Cost**
- a. The amount charged for damages to materials will be assessed by library personnel. A receipt will be issued for all damage payments.
 - b. The amount charged for lost materials will be the cost of the item plus a materials processing fee (see Appendix

B). A receipt is always issued reflecting payment for lost materials.

3. Refunds

The library will refund payment for lost materials if returned in good condition within 90 days of payment. Refund checks will be mailed from the City of Mesquite and should be received by the patron within 4 to 6 weeks.

ACCESS TO CIRCULATION RECORDS

1. Confidential Information

- a. Since a person's reading habits have been determined by law to be private, the materials checked out by a person or the type of materials read by a person may not be revealed or discussed (see Appendix E).
- b. A person's address, telephone number, driver's license number, date of birth, and place of business contained in the patron files are to be considered confidential.
- c. Police and other law enforcement officers may not access information from a patron's files unless they present a search warrant.

HOTSPOT CIRCULATION POLICY

1. Access

- a. The borrower must be a Mesquite resident and a Mesquite Public Library cardholder in good standing. New applicants may not borrow a hotspot until they have had their card for at least 2 months.
- b. The borrower must be at least 18 years old.
- c. The borrower must present a valid photo ID at the time of checkout.
- d. The borrower must verify that their information we have on file is correct.
- e. The borrower must read and sign the Mobile Hotspot User Agreement every time a hotspot is checked out.
- f. Circulation of hotspots is limited to one per household at any given time.

2. Lending

- a. Mobile Hotspots check out for 2 weeks with no renewals.

- b. The borrower must sign a User Agreement when checking out a hotspot.
- c. The borrower must check out and return mobile hotspots in person at the Circulation Desk.
- d. The borrower and library staff will verify that all accessories (case, device, charger and cord) are present at the time of check out and check in and that the device is in working order.
- e. The borrower is responsible for loss, damage or theft of the device and/or accessories. If the device is damaged or not returned, the borrower will be charged the replacement cost of the device plus a \$5 processing fee.
- f. The hotspot will be deactivated if not returned by the date due.
- g. Holds can be placed on hotspots and the patron will be called when a hotspot becomes available. The patron will have 3 days to pick up the hotspot from the library. After 3 days, the hotspot will be released to the next patron requesting a hotspot.
- h. **The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning the devices. If a patron is late in returning the device three times, they will no longer be allowed to check out a hotspot.**

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APPENDIX A

Acceptable Documents for Verification of Address

1. A current Texas driver's license, state DPS issued ID, or other picture ID.
2. A current utility bill (telephone, water, electricity, natural gas, cable).
3. A current property tax receipt.
4. An identification card issued by the recreation department or school.
5. A current report card issued from a school.
6. Any other document of an official nature that supplies proof of identity and residence to the satisfaction of library supervisory personnel.

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APPENDIX B

Schedule of Fees

<u>Item</u>	<u>Fees</u>
Replacement Fees	
Lost Library Card Replacement	\$1.00
Plastic Book Cover Replacement	\$2.00
Barcode Replacement	\$1.00
DVD Case Replacement	\$3.00
Playaway Case Replacement	\$5.00
Compact Disc Jewel Box	\$2.00
Multi-Disc CD Case Replacement	\$5.00 for 5-CD Case \$7.00 for 10-CD Case \$10.00 for 20-CD Case \$15.00 for 30-CD Case
Mobile Hotspot	\$120.00
USB-C Hotspot Charging Cable	\$20.00
USB-C Hotspot Power Adapter Plug	\$20.00
Hotspot Battery	\$20.00
Hotspot SIM Card	\$15.00
Hotspot Case	\$10.00
Material Processing Fee	\$5.00 per item
Interlibrary Loan Materials	\$2.50 per item (for return postage)
Microfiche/Microfilm Reader Printers	\$0.25/page
Photocopies – Black and White	\$0.15/page
Photocopies – Color	\$0.50/page
Computer Printouts – Black and White	\$0.15/page
Computer Printouts – Color	\$0.50/page

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APPENDIX C

Schedule and Limitations

Items	Age Requirements	Loan Period (Days)	Limit Per Card	Available Upon Application
Books	None	21	20	Yes
Book Kits	18	21	3	Yes
Compact discs	14	21	5	Yes
Playaways	14	21	5	Yes
DVDs	18	7	5	Yes
Mobile Hotspots	18	14	1	No

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APPENDIX D

Guidelines for Issuance of Library Cards to all Businesses and Educational Institutions in Texas

1. Only one card will be issued per business.
2. A business letterhead document will need to be presented with the signature of the person authorizing the card, such as the business owner or director.
3. Applicant must present a picture ID.
4. The card will be issued in the name of the business/institution and signed by the owner or, in the case of branches of larger companies, by the local manager.
5. The person whose signature is on the card will be bound by the rules for all library patrons – including replacement costs for loss of damaged items.
6. The responsible party must complete and sign a standard library card application which includes the following information:
 - a. Name of Business/Name of Responsible Party
 - b. Business Address
 - c. Business Telephone Number
 - d. Responsible Party's Driver's License Number
 - e. Responsible Party's Signature
7. Materials may be checked out 2 items on an application visit if all the above procedures have been completed.

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APPENDIX E

Confidential Information

The general concept of the Texas Open Records Act was that each person is entitled, unless otherwise expressly provided by law, at all times to complete information about the affairs of government and the official acts of public official and employees. The Texas Open Records Act was amended by Act of May 29, 1995, H.B. 1718, 74th Legislature. The amendment made the following exceptions to the Texas Open Records Act:

- (a) A record of a library or library system, supported in whole or in part by public funds, that identifies or serves to identify a person who requested, obtained, or used a library material or service is excepted from the requirements of Section 552.021 unless the record is disclosed:
 - (1) because the library or library system determines that disclosure is reasonably necessary for the operation of the library or library system and the record is not confidential under other state or federal law;
 - (2) under Section 552.023; or
 - (3) to a law enforcement agency or a prosecutor under a court order or subpoena obtained after a showing to a district court that:
 - (A) disclosure of the record is necessary to protect the public safety; or
 - (B) the record is evidence of an offense or constitutes evidence that a particular person committed an offense.

- (b) A record of a library or library system that is excepted from required disclosure under this section is confidential.