

# TexShare Card Program Application and Lending Policy

## Wells Branch Community Library

15001 Wells Port Drive  
Austin, TX 78728-4306

Phone: (512) 989-3188

Fax: (512) 989-3533

Email: [director@wblibrary.org](mailto:director@wblibrary.org)

[www.wblibrary.org](http://www.wblibrary.org)

### Restrictions/Limitations

Circulation Periods: One (1) Week: audio-visual materials (DVD)  
Two (2) Weeks: print, audio and digital media, periodicals

Renewals: DVDs, periodicals, digital media and videos may not be renewed.  
Any title with a "reserve" from another borrower may not be renewed.  
All other media may be renewed twice.

Quantity Limits: Five (5) each: DVDs, audio-books, periodicals  
Ten (10): Music CDs  
Thirty (30): books  
Total items cannot exceed 30.

Any borrower or other library card-holder from a borrower's household (i.e. same family or address) identified as having either overdue library materials or unpaid bills for lost or damaged materials or unpaid fines greater than \$5.00 may not check out any other materials until all accounts from that household are cleared.

### Eligibility

Applications for TexShare cards may be obtained at and returned completed to the library Information Desk.

Applicants for TexShare cards (new and/or renewal) must meet each of the following requirements:

1. Present their current adult Wells Branch Community Library card.
2. have had the Wells Branch Community Library account for **at least 6 (six) months**;
2. Have circulation activity on their card **in three of the previous six months**
3. Have no outstanding fines, overdues, or problems with their account or any other accounts from the household.

TexShare cards expire 6 months from the date issued. Renewal TexShare cards expire 12 months from the date issued.

Applicants for cards must present a valid ID bearing applicants' current name and address. ID may be a Texas driver's license or an official piece of mail such as a utility bill plus a government photo ID.

Library cards and/or TexShare cards will not be issued or renewed to any member of a blocked household. Households (cards assigned to same family or address) can be blocked (privileges suspended) for fines/fees over \$5 or materials overdue against any member of a household. To resume privileges, all accounts within a household must be cleared completely.

### **Hours of Operation**

Monday-Thursday: 10am-8pm

Friday-Saturday: 10am-6pm

Sunday: 1pm- 6pm

The library is closed on the following holidays and, on occasion, linked days: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day plus the day after Thanksgiving Day, Christmas Eve, Christmas Day, and the day after Christmas Day. The library may close for additional days at the discretion of the Board of Trustees. The library closes for inventory and the annual planning retreat.

### **Renewals**

Eligible materials may be renewed in person at the library, by telephone, or through online account access.

### **Returns**

All materials may be returned inside the library at the circulation counter or outside in the outside book return or also may be mailed to the library. Items returned after regular hours will not be checked-in until the following day.

### **Returns by U.S. Mail or UPS/Express Mail**

Mail to: Wells Branch Community Library  
15001 Wells Port Drive  
Austin, Texas 78728-4306

### **Overdue Reminders**

Overdue reminders are sent at 2 (two) days, 9 (nine) days, and 30 (thirty) days.

### **Recalls**

Approved by Board of Trustees 10/9/2016

A borrower may be notified by telephone, email, or letter that an item has been recalled. No circulation conditions change upon recall.

### **Non-circulating Items**

Reference and other designated media do not circulate.

### **Loan Policies**

Standard loan policies apply equally to all borrowers.

### **Fines and Fees**

Overdue fines accrue at the rate of \$.25 per day for written materials, \$.50 per day for audio materials and \$1.00 per day for videos/DVDs.

Any borrower identified as having either overdue materials or unpaid bills for lost or damaged materials or unpaid fines greater than \$5.00 may not check out any other materials until that borrower's account is cleared. All other accounts at that household may also be blocked from library use until such issues are resolved.

Borrowers must reimburse the library the current, library approved vendor list price of any lost or irreparably damaged Wells Branch Community Library media plus a \$5.00 processing fee per item. Borrowers may not independently purchase a replacement item for lost or damaged library property.

Borrowers must reimburse an ILL lending library in the amount specified by that lending library for damaged or lost ILL media.

### **Lost Items**

Library media is considered lost when overdue and unreturned after notification.

### **Billing Information**

Payment may be made in person at the library circulation counter or may be mailed to the library. Payment may be in cash, check, or money order when paying in person or by check or money order when paying by mail. Payment can be made by credit or debit card through our automated system, but will incur a service charge.

### **Additional information on circulation policies and procedures**

Printed circulation information will be provided upon request. This information is also available at the library's web site.