
SECTION 2: LIBRARY CARD AND CIRCULATION POLICIES

2.1. Obtaining Library Cards

A valid Austin County Library System Card lets you check out books and DVDs at both branches of the Library System. To be eligible for a free Library Card, you must be an Austin County resident. You can apply at either branches of the Austin County Library System. Bring a valid/acceptable photo ID or proof of current residence address in the name of the applicant/co-signer.

Accepted valid photo identifications to apply for a library card are:

- Driver license
- Government-issued ID Card
- Military ID
- Passport

Accepted valid proof of residency to apply for a library card are:

- Unexpired Texas driver license with current local address (not temporary card)
- Unexpired Texas ID Card with current local address
- Dated personal mail addressed to your name, with postmark within last two weeks
- Current utility bill in your name; electric, gas, phone, cable or internet (mailed or on mobile device)

2.2. TexShare Card Program

Both Libraries in the Austin County Library System participate in the Texas State Library TexShare program. TexShare cards are issued to any Austin County Library System cardholder who has a West End/Know Memorial library card for three months or longer, is in good standing at the libraries, and is 17 years of age or older.

TexShare cardholders from other libraries will be issued a West End/Know Memorial library card if they present a valid TexShare card issued from their home library along with a photo ID. The card will have the same expiration date as the TexShare card from the home library.

TexShare card borrowers are limited to 5 items check out on their card at one time. The TexShare card may not be used to request Interlibrary Loan Services. All other policies for TexShare borrowers are the same as for Austin County residents.

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Patrons can access their account, the card catalog, databases, and extensive e-resources on-line through the TexShare Resource Database. The circulation desk will provide guests with the information necessary to access on-line resources when a library card is granted. The library will not censor access to material or protect guests from offensive information. It is not responsible for damages to a guest's equipment or data that might be incurred from the use of technologies at the library.

2.3. Lost or Stolen Library Cards

The Austin County Library System is not responsible for any unauthorized use of a library card. To minimize liability, cardholders must inform either branch of the Austin County Library System immediately if their Library Card becomes lost or stolen. Reporting the card lost or stolen can be done in person at any Austin County Library System locations.

Cardholders are held responsible for any items checked out and any fines incurred by the use of their Library Card prior to the card being reported lost or stolen.

2.4. Adult Library Cards

Adult Resident and Non-Resident Library Cards are issued to applicants 18 years and older. To apply for a new or replacement Adult Resident Library Card, the person whose name is on the account must complete a Library Card Application and bring in person a valid/acceptable photo ID and proof of current residence address in their name to any Austin County Library System location.

To renew an expired Adult Library Card, the person whose name is on the account must visit an Austin County Library System location and present the library card, a valid and acceptable photo ID, and proof of their current residence address in their name.

Adults renewing their Library Card will need to pay any unpaid fees owed on the account. Non-residents have to pay a non-resident fee (\$10/year) in full to renew their Library Card.

Adult Library Card Application Requirements

- First and Last Name as they appear on the photo ID
- Current Residence Address
- Phone number
- Email address (optional)
- Birth Date
- Signature
- Valid/Acceptable Photo ID Number

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2.5. Youth Library Cards

Youth Resident and Non-Resident Library Cards are issued to applicants who are under 18 years of age in the presence of an adult parent/guardian signee. To apply for a new or replacement Youth Library Card, the adult parent/guardian signee must complete a Library Card Application and bring in person a valid/acceptable photo ID and proof of current residence address in their name to any Austin County Library System location. A child can only have one Youth card account.

To renew an expired Youth Library Card, the parent or guardian listed on the account has to visit an Austin County Library System location and present the Library Card, their valid and acceptable photo ID, and proof of current residence address in their name.

Adults renewing a Youth Library Card will need to pay any unpaid fees owed on the account. Non-residents have to pay a non-resident fee (\$10/year) in full to renew a Youth Library Card.

Youth Library Card Application Requirements

- First and Last Name of the Youth Applicant
- First and Last Name of the Parent or Guardian as they appear on the photo ID
- Current Residence Address of the Parent or Guardian
- Birth Date of the Youth Applicant
- Signature of the Parent or Guardian
- Valid/Acceptable Photo ID Number of the Parent or Guardian

2.6. Checking Out Items and Limits

A valid Austin County Library System card is required to borrow materials. The actual Library Card, or a valid/acceptable photo ID, must be presented in order to check out physical materials. Library materials may not be checked out to an account if there are overdue items currently checked out, fees exceeding \$20, or if the account is expired.

Resident and Non-Resident Library Cards can have a maximum of 6 items checked out at one time. The Austin County Library System TexShare Cards can have a maximum of 5 items checked out at one time.

Loan Periods and Renewals

Books	3 weeks with 2 renewals (unless another customer has placed a hold on the item or the account is not in good standing)
DVDs	2 days with 2 renewals (unless another customer has placed a hold on the item or the account is not in good standing)

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Wi-Fi Unlimited use at no cost.

Books & DVD Due Dates When items are renewed, the new due date is calculated from the date of the renewal. Library materials are not due on holiday closure dates.

2.7. Placing Holds

Circulating items at any Austin County Library System libraries can have holds placed on them and can be sent to a specified library location for pickup. There is a limit of 5 items at one time.

Holds not picked up or not canceled within the 10 calendar day hold period will be canceled. If the account the hold is placed on has a valid email address, an email notification will be sent when the item is available.

2.8. Overdue Charges

Materials become overdue at the opening of the library the day following the due date on the item. Renewals of materials can be made by telephone during business hours. There will be no automatic renewals of materials by the library staff. Book and video drop boxes are located at the library entrance. Materials placed in the drop boxes after closing time will be considered overdue the next day.

Overdue Fines

Books	\$0.10 per day, not to exceed \$5.00
Audio Books	\$0.10 per day, not to exceed \$5.00
DVDs	\$1.00 per day, not to exceed \$5.00

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2.9. Paying Fines

Fines can be paid in person at any Austin County Library System library with:

- Cash
- Personal Checks (for the exact amount)
- Money Orders (for the exact amount)

Or payments (Personal Checks and Money Orders Only) can be mailed to:

Knox Memorial Library
Attn: Lyndsey Martinez
PO Box 519
Wallis, TX 77485

West End Library
Attn: Monika Foltz
PO Box 179
Industry, TX 78944

PLEASE NOTE: Austin County Library System libraries will not accept temporary checks nor out-of-state checks.

2.10. Lost or Damaged Materials

Materials borrowed from the Austin County Library System are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parents'/legal guardian's responsibility to pay for lost or damaged items.

Payment can be made by cash or local checks only for fines. Austin County Library System libraries will not accept temporary checks nor out-of-state checks.

2.11. Interlibrary Loan Service

Books not available at the Austin County Library System libraries may be obtained from other library systems using the Interlibrary Loan service

Patrons can request ILL by visiting their local library and completing an "ALA Interlibrary Loan Request Form." Patrons are asked to provide as much information about the book as you can. Customers may also ask for staff assistance in placing their requests in person at a library location.

Once a request is submitted, the process can take up to six weeks. All items are received and can be picked up at the branch the request was placed. A notification will be sent by phone call or via

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email when the book is ready for pickup. The items' requested will be held for 10 days and will be returned after this time.

Customers can check the holdings at other library systems through the Worldcat Database to get a general idea about availability; however, we can only borrow books from participating libraries in our lending area. There is no guarantee that we will be able to obtain a title that appears available in Worldcat.

Conditions of Interlibrary Loans:

- The Austin County Library System does not accept requests for DVDs, audio books, articles, microfilm, or music CDs.
- Customers are limited to FIVE transactions, including requests and check-outs. The lending library must check the item back in before another request can be placed. Please allow two weeks for shipping and processing.
- The service is free unless the lending library charges a fee.
- Customers are responsible for lost or damaged books and late fees charged by the lending library.
- Customers with overdue materials or unpaid bills totaling \$25 or more cannot request ILL books.
- Customers may not renew ILL books.



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