

## CIRCULATION POLICY

The purpose of the Circulation Policy is to support the individual's right to have access to ideas and information representing all points of view. The Library Advisory Board ("the Board") has adopted the American Library Association's statements regarding the following: Library Bill of Rights, Freedom to Read, Freedom to View, and Access to Electronic Information, Services, and Networks.

It is the policy of the Hewitt Public Library not to forbid or impede the circulation of items from the Library collection to any of its cardholders in good standing, whether resident or non-resident, based upon that cardholder's race, creed, national origin, age, place of residence, religion, or other personal criteria.

### The Community

The City of Hewitt is characterized by a large number of organizations, a growing business community, a long tradition of interest in art and culture, and several notable colleges and universities within McLennan County. The individuals in the community reflect varying economic, racial, ethnic, religious, and educational backgrounds. Knowledge of the community enables the Library to better serve its users.

### Registration & Issuance of Library Cards

Any person is eligible to apply for a Library card. Applicants must present photo identification and verify their current address by bringing a piece of mail dated to the person applying for the card within the past 30 days. Applicants under the age of 18 must have a responsible party authorize and co-sign the Library account. All cardholders must agree to adhere to the Library's Circulation Policy.

### Access to Library Materials by Minors

It is the policy of the Hewitt Public Library that parents or guardians, not the Library staff, are responsible for monitoring and approving the selection of materials made by their children. It is the parents or guardians, and only those, who may restrict their children, and only their children, from access to Library materials and services. Parents or guardians who wish their children not to have access to certain materials or services should advise their children. Library staff cannot and do not act *in loco parentis* (in place of parents).

Parents or guardians wishing to restrict online access for a cardholder they are directly responsible for may request and sign an *Opt-Out of Online Services* form, which will be active until the affected cardholder turns 18 or the form is revoked, whichever comes first.

Verification of the person applying:	Verification of address:
<ul style="list-style-type: none"> <li>▪ State-Issued Driver's license</li> <li>▪ State-issued photo ID</li> <li>▪ Passport</li> <li>▪ School ID with picture</li> <li>▪ Military ID</li> </ul>	<ul style="list-style-type: none"> <li>▪ Envelope of mail with current address, postmarked within the last 30 days</li> <li>▪ Current lease with person's name and address</li> <li>▪ Business mail, such as a utility bill or account statement, showing dates of service within the last 30 days</li> </ul>

### I. **Standard Card**

A Standard Card allows access to all Library services, including borrowing Library books; technology use; and downloading e-audiobooks, e-books, music, and movies. This card is valid for one year and may be renewed.

Non-Residents of McLennan County may obtain a Standard Card upon payment of an annual fee of \$40 or a quarterly fee of \$10, payable by cash, check, or debit/credit card.

Property Owners of McLennan County who otherwise reside outside of the County may obtain a Standard Card upon proof of ownership or lease of eligible property in addition to a valid primary address.

Students attending an eligible college or university within McLennan County may obtain a Standard Card upon the presentation of a valid student ID card or an equivalent proof of enrollment and/or campus dwelling.

### II. **Technology Card**

A Technology Card only allows for the use of public computers, on-site laptops, study rooms, and content available through the Library's online databases and services. This card is free, valid for one year and renewable.

### III. **Midway Independent School District Card**

Students enrolled at a Midway ISD campus may obtain a library card with a reduced borrowing limit. Students must have a parent, guardian, or authorized school sponsor grant permission to receive this card and accept responsibility for all materials borrowed, damaged, and/or lost.



Teachers employed at a Midway ISD campus or administrative office may obtain a library card with an extended borrowing limit. Teachers must accept responsibility for all materials borrowed, damaged, and/or lost.

#### **IV. Community Card**

Businesses and community organizations located in McLennan County are eligible for a Community Card. Library cards will be issued in the name of an organization upon request by the executive director, owner, or other authorized official. The request must be made in person, and the official must provide proof of position in the organization. The responsibility for this account rests with the organization. Community Cards are valid for one year and may be renewed.

#### **V. TexShare Card**

The TexShare Card allows patrons from participating libraries to access over 500 other public and academic libraries in Texas. Usage policies vary by the issuing library.

- A. Hewitt Public Library cardholders may obtain a TexShare card provided that their Standard Card is in good standing (no fines or fees) and active for at least six months.
- B. Visiting TexShare cardholders may obtain a Hewitt Public Library card provided that they present a current, unedited TexShare card from their home library and a valid form of photo identification. The cardholder may check out three (3) items and use online databases and services.

TexShare cards for HPL cardholders and visiting cardholders are valid for six months or until the expiration date listed, whichever date is sooner, and may be renewed. Cardholders will be responsible for all materials borrowed from other libraries as well as any fees assessed by the lending library. Cardholders will be blocked from using the Hewitt Public Library until fees are cleared at the lending library.

TexShare privileges may be revoked at any time if HPL or other libraries' policies are violated.

### **Loan Periods & Fees**

Library cardholders should present a Library card in order to check out materials. If the Library card is not in their possession, materials may be checked out with photo



identification. Items that are returned late, returned damaged, or not returned at all are subject to late fees and/or replacement fees.

## I. Borrowing Items

- A. Standard cardholders may check out up to 50 items, with the exception of up to five of any multimedia items (e.g. DVDs, Audiobooks, Playaways). Other item limits may apply.
- B. Standard cardholders in good standing may borrow most materials for three weeks (21 days). Other loan periods may apply.
- C. Standard cardholders may place hold requests on up to 20 circulating items. Once available, items are held for seven days. If the items are not picked up within the hold period, the hold is canceled and either returned to circulation or held for the next cardholder in line.
- D. Materials may be returned to the Hewitt Public Library in any designated book drop. All materials are checked for damage and/or missing pieces before they are checked in and removed from a cardholder's account. Materials checked in after the due date will assess applicable late fees.
- E. Materials may be renewed in person, online, or over the phone up to one time. Materials that reach their due date and have not been renewed or returned will automatically be renewed. Materials that are either on hold for other cardholders or have already been extended once will not be renewed. Overdue materials will accrue late fees that will be charged to the cardholder's account.

## II. Late Fees

Late fees are assessed if an item is not returned by the close of business on the due date or placed in the outside book drop before the Library reopens. The fees are calculated at a defined rate per item, per day overdue.

Material Type	Fee
Book	\$0.25
Audiobook	\$1.00
Video/DVD	\$1.00
Other Multimedia	\$1.00

- A. Late fees will accrue each day the item is overdue. The maximum fee per item is equal to the total cost of the item. Payment of the maximum late fee does not constitute cardholder ownership of the item.
- B. The Library, as a courtesy, will notify cardholders by phone, email, or text message of upcoming due dates for items checked out. Not receiving a courtesy notice does not exempt the cardholder from any overdue fees.
- C. Cardholders with outstanding fees exceeding \$10 will not be able to check out print or digital items or use any Library services until such fees are resolved.

### **III. Lost & Damaged Items**

Fees for lost and damaged items will be charged equal to the replacement cost of the item(s) and/or in accordance with the City of Hewitt Master Fee Schedule (Appendix A).

- A. Items damaged beyond the normal wear and tear, including purposefully defacing or destroying Library materials, will be the responsibility of the cardholder. The cardholder will be charged a fee equal to the replacement cost of the item(s) plus a \$5 processing fee.
- B. Items checked out and not returned 45 days after the due date are considered lost. The patron will be billed for the cost of the item(s) plus a \$5 processing fee.
- C. The Library will retain damaged items for up to three (3) months after a bill is issued, during which time the cardholder may visit the Library to view and/or appeal the charge. After the retainment period, the item(s) will be disposed of and appeals will no longer be accepted.
- D. Cardholders may not replace or substitute any lost or damaged item with another item without approval from the Library Director.
- E. In the event a lost item that has been paid for is found and returned within 30 days of payment, the patron may present the printed receipt to receive a refund. The \$5 processing fee is non-refundable.

## **Interlibrary Loan (ILL)**

The Hewitt Public Library participates in the state-sponsored Interlibrary Loan (ILL) program. The Library will request from another Library materials that are not available to its cardholders locally. Only Standard cardholders in good standing may request titles through ILL.

### **I. Eligibility**

- A. Cardholders may have no more than five (5) ILL titles on their account at any given time.
- B. Cardholders are responsible for any charges assessed by the lending library, including postage fees. HPL charges \$2 per ILL processed that must be paid before a cardholder may check out the item.
- C. Requested titles must have been published at least one year before they can be borrowed through the ILL program. Newer titles will be considered for purchase by the Hewitt Public Library if they are determined to be of general interest to HPL cardholders.
- D. Items available for ILL are determined by the lending library. Reference, Genealogy, or other special collections may not be available.

### **II. Loan Period & Fees**

- A. Loan periods for ILL items are determined by the lending library. ILL items may only be renewed with the permission of the lending library. Any requests for renewal must be made to HPL staff at least three days prior to the item's due date.
- B. Overdue ILL items will be charged at a rate of \$0.25 per day. There is no grace period for ILL items. In the case that a request is not picked up during the holding period, the cardholder remains responsible for applicable fees.
- C. Lost or damaged ILL items are the cardholder's responsibility. Any replacement costs and/or processing fees charged must be made to the lending library in addition to any fines assessed by HPL.



Hewitt Public Library reserves the right to suspend or refuse ILL privileges to cardholders who repeatedly accrue ILL-related charges or otherwise abuse the ILL program.

*Endorsed by the Library Advisory Board on January 29, 2024*

*Revised & Endorsed 10/28/2024*

*Revised "Loan Periods & Fees" on 3/14/25*