

# **TexShare Card Lending Policy**

## **Everman Public Library**

### **Patrons & Visitors**

#### **LIAISON:**

Billy D Manus II  
Library Director  
100 N. Race Street  
Everman, Texas 76140  
Phone: 817-551-0726  
Fax: 817-551-1999  
E-Mail: [evermanpubliclibrary@yahoo.com](mailto:evermanpubliclibrary@yahoo.com)

**LIMITATIONS:** Limit of 3 items per borrower. Books are for 2 weeks, Audios books, DVD's & Blu-Ray discs are for 1 week. Can renew for 2 weeks unless there is a reserve on the item. Any item marked "Ref" is for in library use. No check outs to anyone with unpaid fines or fees.

**ELIGIBILITY:** An Everman Public Library card holder for 2 months, in good standing, with no outstanding fines or fees.

**CARD AVAILABILITY:** Anytime we are open.

#### **HOURS:**

Tuesday, Wednesday, Thursday: 10:00a – 6:00p  
Friday: 12:00p – 4:00p  
Saturday: 10:00a – 4:00p

The Library is closed for the holidays set by the City of Everman.

**RENEWAL OF MATERIALS:** Renewal of Materials may be made in Person, or by telephone if they have their card or card number.

**RETURNS:** Returns may be made to the library, inside during open hours, in the book drop when we are closed, or they may be mailed to the Library at the patron's expense.

#### **MAIL RETURN:**

Everman Public Library  
100 N. Race Street  
Everman, Texas 76140

**EXPRESS MAIL:** Same as above, at the patron's expense.

**OVER-DUES:** Borrowers are emailed an overdue notice.

**HOLDS:** If a patron is on hold for a book, we will call them when the books comes in.

**NON-CIRCULATING ITEMS:** The Library does not circulate Reference Books, Rare Books, Newspapers, or Yearbooks.

**LOAN POLICIES:** Books, Audiobooks, DVD & Blu-Ray Discs may be loaned for 2 weeks, and renewed up to 2 more times, for 2 weeks each.

**FINES:** We have \$0.25 per day for books and \$2.00 per day for DVD/Blu-Ray's. We do give a three day grace period. Damaged items are charged according to their replacement value.

**Non-RETURNS/ DAMAGES/ LOST ITEMS:** Patrons will be emailed a bill for all lost or damaged items for the current replacement cost. If an item(s) have not been returned or paid for after six months, Everman Public Library will bill the library that issued the TexShare Card (visitors) for the cost of the material (for lost or damaged materials only). Any patron with Non>Returns, Damages or Lost items will have their TexShare privileges revoked and account marked inactive. Other participating libraries will also be notified.

**BILLING:** Bills are to be paid at the Library, or mailed. The money is due when patrons receive emails about their notice of amount. Checks or Money Orders made payable to: Everman Public Library may be mailed: Everman Public Library, 100 N. Race Street, Everman, Texas 76140.

**VISITORS:** Library staff may contact the visitors home library first before the issuance of any card. Patrons with TexShare cards from other libraries may sign up for an Everman Public Library Card, free of charge, when they present their ID and current TexShare card. Library rules will apply for any visitor who has a membership with the Everman Public Library. "individual"

**EXPIRATION:** All TexShare cards expire 1 year for issuance. The TexShare card does not renew.

**ISSUANCE:** TexShare cards are available to patrons who are 18 years of age or older. The Everman Public Library will issue TexShare cards after 2 months from an account renewal or new membership. To patrons whose accounts are in good standing and owe no fines, or have no damages or lost fees outstanding. Visitors to the library will have to obtain a TexShare card from their 'home' library.

**IDENTITY AND PROOF OF RESIDENCY REQUIRED:** To receive a library account, visit the library with a government or school issued ID card State drivers license

State ID card

School issued photo ID card

Consular ID card

Passport

We will also need proof of residency:

Voter's registration card (current)

Utility bill (current)

Rental agreement (current)

vehicle insurance (current)

Online bill (current)

Current piece of mail with a physical address (within the last 30 days). Mail must be type written or computer generated.