

TexShare Lending Policy

Restrictions/Limitations

Incoming TexShare users are limited to six (6) print items and two (2) DVDs per circulation period. The circulation period is two weeks or 14 days. They are eligible for one (1) renewal per material per two-week period.

A Groves Public Library cardholder may be issued a TexShare card to borrow from a participating area library if the following conditions are met:

They have been a GPL user for at least 3 months.

They have a library account that is in good standing with no fines, lost materials, or problems on their account.

TexShare cards issued by Groves Public Library to another participating library within the State of Texas are valid for at least 3 months to one year in length. If the borrowing library reports a problem with a TexShare user from GPL, the record of that user at GPL will be suspended until the problem is resolved.

Eligibility

Incoming TexShare card holders should come to the circulation desk and present the card from their home library along with current photo id and proof of their current physical address. The date on the TexShare card should be current.

Incoming card holders will be presented an application for a library card with Groves Public Library. They will be under a special classification of TexShare user in the automation system.

Account/Material Renewals

TexShare designation in our system is good for one year. During that one-year period, it is up to the user to alert the library as to any change in their physical address, phone or other information on their record. The computer will send out renewal notices at the end of the one-year time period. If the user does not respond to the notice to renew their account, the record will be expunged from the system and the user shall no longer be considered a valid TexShare member.

TexShare users can renew their print materials by phone (409-962-6281), by text (409-203-6642), online (with their library patron account) or in person at the circulation desk. TexShare users may have one renewal unless the materials in their possession are on reserve for another user.

Returning

Materials checked out can be deposited in one of the two outside book drops or brought into the library in person.

If a TexShare user wishes to mail in their materials, they should address it as follows:

Groves Public Library
5600 W. Washington
Groves, Texas 77612
Attention: Circulation

Overdue Reminders/Fines/Lost or Damaged Materials

TexShare users are subject to the same reminders as regular patrons. Although we have a system set up for alerting patrons that they are overdue, it is the responsibility of the patron to return their materials in a timely manner. The fine per day for TexShare designees is twenty-five cents (25) cents per day. If the user accrues \$5.00 in fines, their account will be suspended until the account is paid in full.

Materials will be considered lost after they are 30 days overdue, the patron has been alerted, a staff search is complete and the users confirms that they cannot find the material. The TexShare user will be charged the retail price of the material plus a \$5.00 processing fee.

Non-Circulating Items

TexShare designees are not eligible to check out the following materials: Books on CD or cassette, books under one year of age, genealogical or Texas history reference books, ready reference materials, books in a series, large print books in the CTLS rotating collection, or current children's award titles.

Groves Public Library

Louella Doucet

Amended:

April 22, 2016

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