

<b>Taylor Public Library</b>	Approved by Library Board: Aug 19, 2008 Revised approved: April 21, 2015 Approved by City Council: Sept 23, 2008 Operating hours updated Apr 6, 2023
<b>TexShare Card Policy</b>	Revised:  Page 1 of 2

**Limitations:** Visiting TexShare cardholders are limited to 2 items checked out at a time. Regular circulating materials are available for check out, as detailed in the Taylor Public Library Circulation Policy. Rules for card use are per the TPL Circulation Policy. Interlibrary Loan is not available for visiting TexShare cardholders. If a visiting TexShare cardholder has any existing fines or fees, circulation privileges will be suspended until fines or fees are paid or resolved.

**Eligibility:** Current adult Taylor Public Library cardholders in good standing, with no pending fines or lost or damaged items may apply for a TexShare Card. TPL patrons are eligible for a TexShare Card after holding a Taylor Public Library card for 4 months with no pending fines or outstanding issues. TexShare Card applications and renewals must be made in person.

Visiting TexShare cardholders must complete a Taylor Public Library application form in person, according to TPL Circulation Policy, and present: 1. Their current TexShare Card, 2. A current & valid photo ID, 3. Proof of current address, 4. Their valid home library card.

**Hours:** Regular Taylor Public Library Hours of operation, with holidays and closures as posted. Normal hours are Tuesday & Thursday 9:00 am – 8:00 pm; Monday and Wednesday 9:00 to 6:00; Friday Noon to 6:00 pm; Saturday 11:00 am – 4:00 pm. Sunday: Closed.

See Library webpage: <http://www.taylortx.gov/25/Library>

**Card Availability:** Cards are available during Taylor Public Library open hours, up until 30 minutes prior to closing. TexShare Cards will expire after 12 months or by the expiration date of the TexShare Card issued by the home library—whichever is sooner. TexShare cards may be renewed.

**Renewal of Materials:** Library materials may be renewed in person, phone, or e-mail. Presentation of a Library card is not required for renewal of materials. Materials may be renewed up to 4 times. Items that are reserved for other patrons may not be renewed.

**Returns:** Items must be returned to the Taylor Public Library by the due date. Items may be returned at the Circulation Desk or through the outside book drop, which is open 24 hours.

**Overdues:** Taylor Public Library does not accept responsibility for notifying borrowers of overdue materials, however, as a courtesy, notices may be mailed.

**Recalls:** Taylor Public Library does not typically recall items.

**Non-Circulating Items:** As per TPL Circulation Policy, reference materials, periodicals, archives materials, and other materials as determined by the Library Director are not available for check out.

**Loan Policies:** Generally, circulating library materials are checked out for a 2-week period. New Books will be checked out for a 1-week period.

**Fees:** 10¢ per day, per item, with a maximum fine of \$5.00 per overdue item. Damages will be charged according to the Circulation Policy. All other fines and fees prescribed by the Circulation Policy apply as appropriate.

**Lost Items:** Items are considered lost when so declared by the Library or the patron. Lost items will be assessed at replacement value plus applicable overdue fees (up to \$5.00 per item).

**Billing:** Bills for fines, damaged materials, or lost materials are due at the time they occur. Payments may be made to the Taylor Public Library, 801 Vance Street, Taylor, TX 76574. Failure to pay will result in loss of all library privileges.

**Additional:** Additional information on library policies and procedures is available at the Library's webpage: <http://www.ci.taylor.tx.us/index.asp?nid=25>  
Information is also available by contacting Library staff at 512-352-3434.