



Paris Public Library Circulation Policy

The Paris Public Library will serve the residents of the City of Paris and Lamar County. Use of the library will not be denied or abridged because of religious, racial, social, economic, or physical conditions; age; or sexual orientation.

Library privileges may be suspended and/or forfeited for just cause. Just cause includes, but is not limited to, failure to return library materials, failure to pay library fees, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library property.

LIBRARY CARDS

Possession of a valid Paris Public Library card in good standing is required to borrow materials. Patrons are responsible for all materials borrowed on their cards as well as family linked accounts. Cards by other patrons may not be used in place of one's own, whether they are reserving or checking out items. The only allowance would be if the patron's accounts are linked. The library should be notified as soon as possible if a Library card is lost or stolen so that a block may be placed on the account to prevent misuse of the card.

REGISTRATION

Patrons must complete an application form to receive a library card. In addition, photo identification and proof of current residence will be required.

Acceptable forms of identification include:

- Valid Texas driver's license
- Texas ID card
- Other photo ID such as military, school, or work
- Current voter registration card
- Utility receipt
- Lease/rental agreement or receipt
- Imprinted check with name and current address
- Automobile insurance card
- Letter from a government or social service agency

RESPONSIBILITY

A parent or legal guardian's signature is required to acquire a library card for a person under the age of eighteen (18). The parent or guardian assumes responsibility for any fees, damages, or loss of material, which may result from the cardholder's use of the library.

Appropriate identification of the parent or legal guardian is required when such person assumes the responsibility. The library shall not be responsible for monitoring a minor's use of library materials and requests that parents/guardians who are concerned about their child's access to materials accompany them to the library and assist them in making their selections. Library patrons aged eighteen (18) and over applying for a library card assume such responsibility on their own signature.

The library shall provide various types of cards:

City/County

Cards are available at no charge to any person residing in the City of Paris or Lamar County and will be issued subject to completion of all applications and procedures. This rule extends to **City Employees** – all employees may have a free account even if living outside of Lamar County.

Out of County/Non-Resident

People living outside Paris or Lamar County may be issued a library card for a yearly fee of \$25 and the completion of the same applications and procedures for residents. The card will expire 12 months from the date of the original issue.

Transient/Adult

Misplaced adults seeking a library card may provide a shelter address with a photo I.D. free of charge. The account expires after 90 days. Patrons are limited to 2 items at a time, no reserves or ILL requests.

TexShare Card

The Paris Public Library participates in the TexShare card program, which is a reciprocal borrowing program established by the Texas State Library. It is designed as a service to offer wider access to information and services. This card allows the cardholder borrowing privileges at all TexShare libraries across the state of Texas. This includes libraries at all public and most private colleges and universities, as well as participating public libraries that belong to one of the regional library systems.

The card program allows registered users of participating libraries to obtain a TexShare card at their home library and use the card to borrow materials directly from other participating libraries.

The cardholder should return items to the lending library and is solely responsible for any expense involved in returning the items, and for all fines and fees accrued at other libraries. Patrons may have their TexShare card revoked if the patron has an outstanding fine or fee with any TexShare library. Failure to return materials or to pay outstanding charges will result in the cancellation of TexShare privileges and suspension of borrowing privileges with the Paris Public Library.

TexShare patrons from other libraries are not eligible for interlibrary loan service.

FINE-FREE POLICY AND FEES

Any person who fails to return library materials belonging to or originally borrowed from the custody of the library shall be responsible as herein provided:

A. Fines:

All books and library materials, of all types, will have no daily late fines incurred. However, no new materials may be checked out until all overdue materials are returned. Any materials 90 days or more overdue will be deemed lost and the patron billed for full replacement cost.

B. Lost Materials:

All library materials that are more than 90 days overdue will be considered lost material and the replacement cost plus a processing fee will become the responsibility of the patron. The patron will be notified that they are in possession of a lost material by email, phone and or text messaging. In addition, no new checkouts will be allowed until lost item is paid for or replaced with a new copy. (Replacement items given by the public must be approved by the supervisor or director.)

C. Damaged Materials:

To encourage patrons to take care of library materials, charges will be assessed for damaged materials. If an item is returned in damaged condition which requires repairs or to be replaced, repair costs and/or replacement costs are the responsibility of the patron. **All damaged items must be assessed by the supervisor or director to determine cost or if necessary, replacement costs.**

LOAN PERIODS, LIMITS, RENEWALS, AND RESERVES

The following loan periods and limits have been established to provide patrons with sufficient time to both use the materials and return them so that those items are available in a reasonable time for other library users. Patrons may have up to 40 items checked out on their account at any one time. The total may be a combination of material types – books, audios, dvds, periodicals, and or kits. **No bypassing or overriding any limits, these are to be done by the supervisor only.**

Loan Periods and Limits

1. Books (max 40 per account) – 21 Days
2. Audio Books (max 10 per account) – 21 Days
3. Periodicals (max 1 per account) – 7 days
4. DVDs (max 4 per account) – 7 days
5. Kits (max 1 per account) – 7 days

Renewals

An item may be automatically renewed two times except for items on reserve for other patrons. **Interlibrary loans cannot be renewed.**

Reserves

A reserve (limitless) is a hold placed on an item that is unavailable at the time of request. An item may be reserved in person by completing a “request card” or by phoning the library, and also done via the Librista app. When the item is returned to the library, the patron will be notified by phone, email, or text that the item will be held for 5 days. If the item has not been picked up after 5 days it will go to the next person in the queue for that item or back on the shelf.