



# Circulation Policy

*Emphasize enjoyment, discovery, and exploration; build community through stories; commit to expanding the depth and diversity of material*

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## Purpose of the Circulation Policy

The library's circulation policy is intended for use by the library staff, library advisory board, governing officials, and community members.

## Library Circulation Goals

- Provide high-quality accounts maintenance
- Ensure the smooth circulation of materials
- Encourage the return of materials in a timely manner to guarantee equal access for all parties
- Support TexShare and Interlibrary Loan Program
- Provide equitable access of materials

## Principles and Objectives

- The Bastrop Public Library supports “equal and equitable access to all library resources and services by users of all ages,” outlined by the American Library Association’s Bill of Rights.
- This document serves to provide transparency on the library’s process for accounts management.
- This document serves to clearly communicate possible means of acquiring materials not held or owned by the Bastrop Public Library.

## Contact Us

- In person at the check-out or information desk
- Via telephone at 512-332-8880
- Via email at [info@bastroplibrary.org](mailto:info@bastroplibrary.org)
- Online at [www.bastroplibrary.org](http://www.bastroplibrary.org)
- Via mailing address:  
Bastrop Public Library  
P.O. Box 670  
Bastrop, TX, 78602

*At the Bastrop Public Library, service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition, age, gender identity, or sexual orientation.*

## Library Card Requirements

Requirements for borrowing materials or equipment from the library:

- A person must obtain a library card and present it at the circulation desk at the time of the loan transaction
- Once registered, a person may use a photo ID in place of a library card
- A user's account must be in good standing (See [Account Standing/Suspension](#))

Library accounts/cards are available to anyone who meets the following requirement. The user must be 18 years of age, agree to accept full financial responsibility for all library materials loaned out on their account, and provide verification of identity and address. Current employees of the City of Bastrop are eligible for a Bastrop Public Library card. Users residing outside the city limits are subject to a non-resident fee. See fee schedule for details, the [Appendix](#), or [City of Bastrop Municipal Code Fee Schedule](#).

Parents or legal guardians may obtain a card for their children under the age of 18. Parents/guardians are responsible for all materials checked out by their children.

Habitual or severe abuse of library policies, non-payment of fines or fees, and other abuses may result in denial of library services, as determined by the Library Director or a Library Supervisor.

## Verification of Address and Identity

Applicants for library cards must provide photo ID and verification of both their mailing address and their physical address. An applicant may provide a current government issued ID card with their photo and address, or they may provide one of the sets of items listed below.

- Valid driver's license
- Water or utility bill and picture ID
- Personal check and picture ID
- Lease agreement and picture ID
- Other proof of residence as determined by the Library Director.

## User Information

Anyone may come into the library and use materials on the premises. In-house use of materials are tracked and used when making collection development decisions.

### New Users

New users are subject to a three-week introductory period during which time the following applies:

- Check-out limit is 5 items
- User is ineligible to apply for a TexShare card
- User is ineligible to submit Interlibrary Loan requests
- User may not borrow electronic devices

### Account Standing/Suspension

Accounts are in good standing if they are not expired and the user does not owe more than \$30. If a user's account does not meet these standards, borrowing privileges may be suspended. Once the account is renewed and/or the account is cleared of all charges, borrowing privileges may be re-instated.

## **Account Expiration**

City resident accounts expire yearly. Non-resident accounts expire subject to the library account fee period (six months or one year). To renew accounts, contact the library.

User accounts are deleted from the library system three years after they expire unless they have an outstanding account balance. Anyone wishing to renew after their account has been deleted will be treated as a new user and subject to the new user introductory period (See [New Users](#)).

## **User Privacy**

The library stores check-out information for two years. Users can choose to opt out by logging into their library account and adjusting the settings. When using a third-party system such as Libby/Overdrive or SimplyE, it is the responsibility of the user to know the third parties' privacy policies.

## **Institutional Cards**

Bastrop Public Library will issue institutional cards at the discretion of the Library Director. Alternative borrowing limits and non-resident fee may apply.

## **General Circulation**

### **Material Limits**

A total of 20 circulating items can be checked out on a library card. Non-circulating items are unavailable for loan. Non-circulating items are primarily reference and local history materials but may include other material types as decided by the Library Director. Individual item limits may apply to some items. For more details, please contact a library employee.

### **Loan Periods**

The loan period for all circulating library material is three weeks.

### **Renewals**

Items may be renewed twice unless a reserve has been placed on the material. The total check-out period will not exceed nine weeks for any item. Presentation of a library card is not required for renewal of materials.

Items may be ineligible for renewal for the following reasons:

- User's library card is expired
- Item is reserved by another User
- Item is overdue
- User has met or exceeded the \$30.00 fine/fee limit
- Item renewal limit has been reached

### **Re-Check**

If an item is no longer eligible for renewal, it must be returned to the library. Users may check the item out again after 24 hours has passed.

### **Self-Checkout**

Items, in the general collection, may be checked out via the self-checkout stations in the library if the user's account is in good standing. Users are responsible for ensuring all items are

checked out correctly. Electronic devices and reserve items may only be checked out at the circulation desk.

### **Returning Materials**

Items should be returned on or before the due date in one of the following ways:

- Inside drop box during normal business hours
- Outside drive-up drop box available 24/7
- Electronic devices must be returned to the Circulation desk

If a user is unable to return materials to the building, materials may be mailed to the library.

### **Reserves**

All users, in good standing, may request an unlimited number of reserves for circulating materials. Reserves will be processed in the order they are received.

Users will be notified when a reserve is available and will have three business days to pick-up the item. After this time, the item will be returned to the collection or placed on reserve for the next user. Extension of reserve requests will be handled on a case-by-case basis.

Patrons may choose to enroll in reserve express for available authors. Reserve express is handled in the same manner as all other reserves. Expired users will be automatically removed from reserve express 30+ days after account expiration.

### **Fines and Fees**

The City Council establishes, by ordinance, the fees for non-resident library cards, replacement cards, overdue fines, processing fees for lost and damaged materials, and municipal court fees.

- Effective October 3, 2022, late fines will no longer be charged or collected by the Bastrop Public Library for materials, excluding electronic devices.

The Library Director establishes the replacement or repair fees which will be charged for lost or damaged materials and equipment.

See fee schedule for fee amounts ([Appendix](#)).

A payment plan may be worked out at the discretion of the Library Director or Library Supervisor for fees associated with lost or damaged items. In some cases, fees may be waived.

### **Lost or Damaged Items (excluding electronic devices)**

Fines associated with late materials will be forgiven when the item is returned.

Materials not returned after thirty days from the due date will be considered lost and the account will be billed up to the item's Manufacturer's Suggested Retail Price (MSRP).

Per City of Bastrop Ordinance No. 2011-5, a user who has unreturned items valuing \$100 or more may be charged with a Class C Misdemeanor. This individual may be charged a fine up to or equaling \$500.

Lost/damaged and paid-for items are eligible for a full refund if the item is returned in good condition with a receipt.

Items damaged during check-out may be billed to the user's account. Damage level is determined by library staff. The library does not accept replacement copies of lost or damaged items. The library will not charge for normal wear of library materials.

## **Electronic devices**

Users must meet the following requirements to check-out an electronic device:

- A library account in good standing
- Age 18 or older

The term electronic device, in this policy, includes the main device, any accessories that accompany the device, the carrying case, and any informational material that goes with the device. All items must be present and in good condition for materials to be checked out or returned. See fee schedule for information about fees and late fines ([Appendix](#)).

## **Electronic Device Circulation**

User must fill out all necessary forms for borrowing or returning an Electronic Device ([Appendix](#)). Electronic devices are not eligible for renewal and must be returned to the circulation desk.

## **TexShare Cards**

Bastrop Public Library participates in the TexShare card program ([Appendix](#)) and adheres to the policies set by the program.

### **TexShare Cards-Bastrop Public Library Users**

Cards are available to all Bastrop Public Library users with accounts in good standing who are at least 18 years of age. TexShare Cards will expire at the same time as the user's library account.

TexShare cards may be used in participating libraries in accordance with their policies and procedures. It is the cardholder's responsibility to be aware of policies for all libraries where they use their TexShare card.

All materials must be returned directly to the library they were borrowed from.

### **TexShare-Visitor Cards**

Visitors with a valid TexShare card and photo ID will be granted a library account and a TexShare visitor card.

Visiting TexShare users are subject to the following terms:

- Checkout limit is 5 items
- Checkout period is 3 weeks
- Books are the only materials for checkout
- Users are subject to the fee schedule ([Appendix](#))

TexShare user accounts will expire when the TexShare card expires. TexShare accounts may be renewed if the visiting user presents a new valid TexShare Card and valid photo ID.

## **Interlibrary Loan**

Interlibrary loan (ILL) is the process by which the Bastrop Public Library requests materials from, or supplies materials to, other libraries.

Bastrop Public Library follows and endorses the principles relating to interlibrary loan included in the ALA Interlibrary Loan Code, the Texas State Library and Archives Commission Interlibrary Loan Protocol, the United States copyright law, and the United States commission on new technological uses of copyrighted works guidelines ([Appendix](#)).

### **Borrowing**

Users, in good standing, may submit an ILL request through Bastrop Public Library by submitting an ILL request form ([Appendix](#)). Users will be charged an ILL processing fee at the time of pick-up (see fee schedule in the [Appendix](#)).

The following limitations apply to ILL borrow requests:

- Requests are limited to 5 items per patron
- Materials with an MSRP of \$100.00 or less can be requested
- Only print materials can be requested

Check-out period, renewals, and replacement fees may vary and are dependent upon the lending library. Failure to comply with due dates may result in the loss of ILL privileges.

ILL items borrowed through Bastrop Public Library must be returned to Bastrop Public Library and not to the lending library.

The ILL Lending Library will determine the replacement fees for lost or damaged materials. The user is responsible for payment of those fees.

### **Lending**

Bastrop Public Library will lend materials to all accredited libraries. Individuals wishing to borrow materials via ILL from the Bastrop Public Library must initiate their request through a participating library. Any decision to loan materials is made at the discretion of the Library Director or designated staff member.

Bastrop Public Library limits the loan of materials via ILL to circulating print materials.

If materials loaned through ILL are lost, then a fee equal to the MSRP of the item will be charged to the borrowing library.

### **Digital Materials and eResource Circulation**

Circulation rules, including check-out period, renewals, and availability, for digital materials and eResources is not determined by the Bastrop Public Library and may vary depending on each provider.

### **Library Emergency Closure**

In the event of an unexpected library closure, due dates will be pushed to the next open day. Late fees will be waived for any items unable to be checked in due to library closure.

### **Reevaluation of Circulation Policy**

The Bastrop Public Library Circulation Policy is reviewed every two years so that it adequately reflects changes in the library's goals and community's needs. The staff may bring forward

issues and recommendations for the Director's consideration as part of the amendment process for the policy.

## Appendix

- American Library Association's [Bill of Rights](#)
- American Library Association's [Professional Ethics](#)
- [TexShare Card Program](#)
- [ALA interlibrary Loan Code](#)
- [Texas State Library and Archives commission Interlibrary Loan protocol](#)
- United States copyright law
- United States commission on new technological uses of copyrighted works guidelines
- Texas State Library and Archive Commission- [ILL](#)
- Bastrop Public Library Fee Schedule: page 8
- Hotspot Lending Guideline and Agreement: page 9
- Electronic Device Borrowing Agreement: page 11
- Interlibrary Loan Request Form: page 12

Legal review: December 5, 2022

Library Board approved: November 7, 2022

City Council approved: January 11, 2023



## Bastrop Public Library Fee Schedule\*

<i>Description</i>	<i>Amount of fee/ Deposit</i>
Membership Fees	
Annual Membership	Resident**: \$0.00 Non-Resident: \$25.00
Six-month Membership	Resident**: \$0.00 Non-Resident: \$15.00
Electronic devices returned after Due Date	\$1.00 per item per day, no grace period, \$30.00 cap per item.
Replacement of Bastrop Public Library materials or electronic devices lost or damaged beyond repair	Manufacturer's suggested retail price (MSRP)
Replacement of Interlibrary Loan materials lost or damaged beyond repair	Set by lending library
Interlibrary Loan return shipping costs	\$3.00 per item
Meeting Rooms	
Maynard Conference Room	General: \$25.00 per hour
Pressley Meeting Room	General: \$50.00 per hour
Supply and Equipment Fees	
Printing - Black & White, Letter-sized paper	\$0.10 per page
Printing - Color, Letter-sized paper	\$1.00 per page
Printing - Black & White, Ledger-sized paper (11X17")	\$0.20 per page
Printing - Color, Ledger-sized paper (11x17")	\$1.20 per page
3D Printing, except as part of an official Library program	\$0.10 per gram
Replacement library card	\$1.00
Electronic devices returned via exterior book drop	\$5.00

\*Fee Schedule is subject to change. For most up to date version see [The City of Bastrop's municipal code.](#)

[https://library.municode.com/tx/bastrop/codes/code\\_of\\_ordinances?nodeId=APXAFESC\\_SA1.12L1](https://library.municode.com/tx/bastrop/codes/code_of_ordinances?nodeId=APXAFESC_SA1.12L1)

\*\*Resident is defined as residing in or owning real property located in the City of Bastrop. Post office boxes cannot be used as proof of residence in the City of Bastrop.



# Hotspot Lending Guidelines and Agreement

Emphasize enjoyment, discovery, and exploration; build community through stories; commit to expanding the depth and diversity of material

The Hotspot Lending Guidelines and Agreement must be completed before any device is checked out. The Hotspot Borrowing Agreement must be completed *each time* a device is checked out.

## Guidelines for Borrowing and Use

*Patron Initials* \_\_\_\_\_

- The Hotspot Borrowing Agreement must be signed each time a hotspot is checked out.
- Borrowers must have an active Bastrop Public Library card in good standing.
  - Card must be active for at least two weeks.
  - Account has no outstanding fines or fees.
- Borrowers must be 18 years or older.
- A valid government-issued ID with picture and current address is required at checkout.
- Borrowers can only check out one hotspot per household.
- Hotspots may be checked out for 21 days.
- Hotspots may not be renewed.
- Hotspots and accessories must be returned to the circulation desk during operating hours.
- Service to the hotspot will be terminated 24 hours past the due date, and the hotspot will not work at that time.
- Hotspots may be placed on reserve unless the household currently has a device checked out.
- The library may, at any time, refuse checkout to patrons returning hotspots late or damaged.
- Failure to return a hotspot by the due date three times will result in suspension of hotspot borrowing privileges for six months.

## Care and Operation

*Patron Initials* \_\_\_\_\_

- By checking out the item, the patron is certifying that they can and will use the hotspot in a manner consistent with its intended design and purpose.
- If the hotspot becomes unsafe or in a state of disrepair, the patron should discontinue use and notify the library as soon as possible.
- The hotspot should not be altered by attempting to open, repair, or modify it in any way.
- Only the borrower's household is authorized to use the hotspot.
- A brief instruction card is included for use of the hotspot. Library staff does not provide extensive instruction for the use of the device.

## Fines and Liability

*Patron Initials* \_\_\_\_\_

- The borrower is solely responsible for the hotspot and will be billed for the replacement cost associated with damage or loss of the device and/or accessories as a result of neglect or abuse. Damage or loss fees may be incurred up to one week after check in.
- Hotspot and accessories replacement costs:
  - Hotspot: \$100.00
  - Power cord: \$25.00

- Device case: \$15.00
- Hotspots and accessories must be returned to the library circulation desk. A \$5.00 fee will be charged for devices returned in the book drop.
- The overdue fine for hotspots is \$1 per day with no grace period.
- If a hotspot is more than 30 days overdue, it is considered lost, and the borrower will receive a bill to cover the replacement cost. If the hotspot is returned in good condition within 90 days of the due date, the bill will be removed, but overdue fines will be charged.
- The hotspots run on the T-Mobile network. The speed and availability of the Wi-Fi connection will be dependent on the service area of T-Mobile's towers. Service connection is not guaranteed in all areas.
- There is no Internet filtering software on the hotspots. Use of the hotspot is subject to T-Mobile's Acceptable Use Policy, Privacy Policy, and Terms of Use.
- The Bastrop Public Library is not responsible for any liability, damages, or expenses resulting from the use or misuse of the hotspot device, connection of the device to other electronic devices, or data loss resulting from the use of device and/or connection to the Internet. Wireless security is not guaranteed. The user acknowledges and accepts all risks associated with the use of the wireless data device. There is no warranty, expressed or otherwise.
- The Bastrop Public Library is not responsible for any information a user accesses and encounters using a hotspot nor any actions a user takes while online.

**Privacy Terms**

*Patron Initials* \_\_\_\_\_

- Borrowers' internet usage is not tracked by the Bastrop Public Library or the Internet service provider.
- The library does not have access to or collect specific usage data.
- The library does not provide patron information to the service provider.
- The only data the library collects about the hotspots are the following:
  - Total amount of data transmitted and received by each device during a billing cycle.
  - Anonymous circulation data related to the number of checkouts of each device.
- The library and the Internet service provider do not monitor or track the websites that a user visits or the information that a user enters and/or submits online (i.e., usernames, passwords, credit card information, etc.).

I accept the above **Hotspot Lending Guidelines and Agreement** and am responsible for returning borrowed hotspots to the library in good working condition and free from damage.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Bastrop Public Library Staff Signature

Approved June 2021  
Formatting updated October 2022



# Electronic Device Borrowing Agreement

Emphasize enjoyment, discovery, and exploration; build community through stories; commit to expanding the depth and diversity of material

The Electronic Device Borrowing Agreement must be completed each time a device is checked out. Use of a library hotspot is subject to the terms and conditions of this agreement. By checking out the device, you have agreed to the following:

- Electronic devices can only be checked out by a Bastrop Public Library cardholder in good standing, age 18 or older.
- A current, valid government-issued ID with picture and current address is required at checkout.
- Electronic devices can be checked out for 21 days and may not be renewed.
- Electronic devices should not be altered by attempting to open, repair, or modify it in any way.
- Electronic devices must be returned to the circulation desk during operating hours. A \$5.00 fee will be charged for devices returned in the book drops.
- Electronic devices are subject to late fines. See circulation policies for details.
- A fee will be charged to the cardholder's account for lost or damaged electronic devices.
- There is no Internet filtering software on Electronic Devices.
- The library is not responsible for any files, data, or personal information accessed, transmitted, lost, or damaged while accessing the Internet via electronic devices.

I accept the above checkout agreement and am responsible for returning the equipment to the library in good working condition and free from damage.

Patron Name (please print): \_\_\_\_\_ Library Card #: \_\_\_\_\_

\_\_\_\_\_

Patron Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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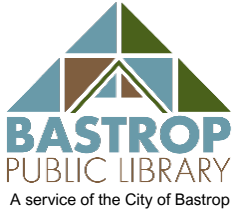
**Hotspot.** Material number: \_\_\_\_\_ Call Number: \_\_\_\_\_

**Check Out: All equipment is present.** Patron Initials: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Hotspot \_\_\_\_\_ Power cable \_\_\_\_\_ Carrying case \_\_\_\_\_ Instruction card

**Check In: All equipment is present.** Patron Initials: \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Hotspot \_\_\_\_\_ Power cable \_\_\_\_\_ Carrying case \_\_\_\_\_ Instruction card



# Interlibrary Loan Request

Date due: \_\_\_\_\_ Date due: \_\_\_\_\_ ONE RENEWAL ONLY

Date: \_\_\_\_\_ Staff: \_\_\_\_\_

Patron name: \_\_\_\_\_

Library card #: \_\_\_\_\_ Verified: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

Email: \_\_\_\_\_

I understand that the \$3.00 fee is required when the item is picked up.

Signature: \_\_\_\_\_

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Title: \_\_\_\_\_

Author: \_\_\_\_\_

Subject: \_\_\_\_\_

Publisher and date: \_\_\_\_\_

Cost of book: \_\_\_\_\_ ISBN: \_\_\_\_\_

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**STAFF USE ONLY**

Date sent: \_\_\_\_\_

Date ret'd: \_\_\_\_\_

Date rec'd: \_\_\_\_\_

Date shipped: \_\_\_\_\_

Amount paid: \_\_\_\_\_

Cash: \_\_\_\_\_ Check # \_\_\_\_\_

Staff initials: \_\_\_\_\_

Patron's card is at least 2 weeks old: Yes No

Refunded: Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_