



**BENBROOK LIBRARY DISTRICT  
CIRCULATION POLICY  
*Approved April 18, 2022***

**Section 1. Objectives**

The purpose of Benbrook Library District's (BLD's) Circulation Policy is to specify who may borrow materials from the Library and to establish conditions for borrowing.

**Section 2. Eligibility to Borrow**

The boundaries of the Benbrook Library District are contiguous with those of the City of Benbrook and anyone who lives in those boundaries are eligible for a library card.

- a. Patrons of other libraries that BLD has a current borrowing agreement, i.e., MetroShare; may borrow materials from BLD in compliance with those agreements.
- b. Patrons who reside within the state of Texas, do not reside within the city of Benbrook, and are not served by any library that the Benbrook Library District has a borrowing agreement with may receive a Non-Resident account.
- c. Patrons who reside in the 76126 zip code, including Fort Worth residents.
- d. Fort Worth residents not residing in zip code 76126 may be served with a card through the TexShare program.
- e. Exceptions may be made on a case-by-case basis, observing established guidelines.

**Section 3. Conditions of Borrowing**

Borrowing from Benbrook Library District requires a Benbrook Public Library borrower card or a card from one of the MetroShare libraries.

All cards (resident and non-resident) shall expire every three years and all card renewals must be made in person at the Benbrook Library. TexShare cards expire every year. Requirements of library card renewals include bringing a current proof of residency and a valid government issued photo I.D.

A Benbrook Public Library borrower card will be issued free to patrons who register for a card and provide:

- a. Proof of residence in the form of recent first-class mail addressed to the patron at their current address or a utility bill dated within 30 days, either physical or digital copy. The Library Director will be the final judge of whether proof of residence is adequate. Tarrant County Appraisal District's database will be the primary source to determine whether an individual resides in Benbrook. Google maps will serve as an alternate source to determine residence.
- b. Government-issued photo identification (e.g., driver's license, military ID card, etc.)

**Section 4. Child Cardholders**

While some collections are restricted by library card type, including video games and electronic resources, if parents wish to restrict their children (under 18) from borrowing types of materials it is the responsibility of the parents rather than the Library to enforce

that restriction. Patrons must be 18 years or older to obtain a library card without parental approval. Parents of minor children must sign an agreement that they will be responsible for their children's use of the Library before a card is issued to each child.

### **Section 5. Card Identification**

The BLD retains the right to request identification when presented with a borrower's card and to confiscate the card if the person cannot provide adequate proof that the card belongs to them. Due to the amount of time for processing, the circulation desk may stop processing library card applications thirty minutes prior to closing time due to library closing procedures.

### **Section 6. Loan Periods**

The following loan periods shall apply to the material loaned by the Benbrook Library.

- a. Books and audiobooks may be borrowed for a period of three weeks, with an additional renewal period of three weeks if there is no reserve pending on the item. The item will be automatically renewed if there has been no renewal request and there is no reserve pending.
- b. DVD's and Blu-ray's may be borrowed for a period of three weeks. These items cannot be renewed and will not be automatically renewed.
- c. Any technology or Library of Things material may be borrowed for a period of three weeks. These items cannot be renewed and will not be automatically renewed.
- d. Some materials in the above categories or others may be assigned special loan periods different from those indicated above on a temporary basis.

### **Section 7. Limitations on Borrowed items**

There are 4 types of library cards that are accepted by BLD.

#### **Benbrook Resident Library Card**

Patrons must present a valid state-issued ID with a Benbrook address or zip code in 76126 on it and a piece of recent, first-class mail with the same address. The checkout limit for a resident card is 50 items, including 10 DVDs (20 per family), 3 Great Courses, 2 kits, 2 BOB books, 1 backpack and 1 eReader, wifi hotspot, Roku streaming stick or laptop computer. With this card, patrons will have access to all of our materials in the library as well as all of our electronic materials, including eBooks, eAudiobooks, and more. Patrons are also able to request up to 10 items via interlibrary loan at any given time.

#### **Benbrook Non-Resident Library Card**

If patrons live outside of Benbrook and the 76126 zip code and are not served by one of our MetroShare partner libraries (Burleson, Forest Hill, Haltom City, Keller, Richland Hills, Wauwata or any additional library recently added), they qualify for a non-resident library card. To obtain one, come in and provide a valid state-issued ID and a piece of mail with the same address on it. The checkout limit for non-resident card is 25 items, including 10 DVDs (20 per family), 3 Great Courses, 1 kit, 1 BOB books, 1 backpack, 1 eReader, wifi hotspot, Roku streaming stick or

laptop computer. Non-resident cardholders may request up to 5 items via interlibrary loan at any given time.

#### TexShare Library Card Program

If a patron is a resident of Fort Worth, doesn't live in zip code 76126, and has a library card with Fort Worth Public Library, you may obtain a TexShare Card from Fort Worth. Bring that TexShare card, along with a valid state-issued ID and a piece of mail with the same address on it, to our library to obtain one of our cards. The checkout limit for TexShare cards is 25 items, including 10 DVDs (20 per family), and 3 Great Courses. TexShare cards are able to check out 1 kit, 1 BOB book, 1 backpack and are unable to check out our technology or electronic offerings and may not request items via interlibrary loan.

#### MetroShare Library Card

BLD accepts library cards from any of our MetroShare partner libraries (Burleson, Forest Hill, Haltom City, Keller, Richland Hills, Watuaga or any additional library recently added) and shares mostly the same lending rules as non-residents.

### **Section 8. Overdue Materials**

Borrowed materials become overdue or late if not returned to the Library by the due date. BLD is a fine free library, which means there is no fine for overdue materials.

- a. Borrowers of overdue materials will be notified by U.S. Postal Service or email for reminders, invoices, and other correspondence pertaining to the Library's effort to reclaim the item(s).
- b. A reminder will be mailed or emailed when an item becomes overdue.
- c. Accounts will be restricted after 15 days.
- d. The item will declared LOST after a thirty-day grace period from the original due date and an invoice will be mailed or emailed charging the reasonable replacement costs. A second invoice will be sent following thirty days after the first invoice.
- e. Accounts that have not responded and arranged to settle the account may be referred to a credit reporting agency and may incur an additional collections fee.
- f. Library notices that are returned to the library as UNDELIVERABLE will result in suspension of the account until a current address is verified.

### **Section 9. Fine, Fees, and Penalties for Materials**

BLD is a fine free library, but there will still be charges for lost or damaged items.

- a. A Borrower who has an account past due of \$15.00 or more at any MetroShare library is prohibited from further borrowing until the fines are paid. Payment can only be made at the owning library, and the owning library sets the replacement costs for their items.
- b. Charges below \$15.00 may not appear longer than 30 days on the patrons account, or upon renewal of expired accounts. Circulation staff will notify patrons at the time of

checkout of any outstanding account balances and alert them of the potential for account suspension.

c. A parent or guardian is considered the Responsible Party and is responsible for the charges incurred by their children. There may only be one Responsible Party for each minor account.

d. When a linked account, which is the parent or guardian and each of the minor(s) accounts, owes in excess of \$15.00, all associated accounts will be suspended until all individual accounts owe less than \$15.00.

e. When a borrower declares that a borrowed item has been lost, the cost of that item will be credited when the patron has paid the reasonable replacement cost for the item. If the lost item is later found and returned, the replacement cost may be refunded upon the discretion of the owning library, unless it is past 10 days or has already been replaced.

f. When a borrower claims an overdue item was returned on time, the Library will change the status of the item to Claims Returned and search for the item. If the item is found and it is determined that the item was returned on time, the cost of that item will be credited. If it is not found, the item will remain in Claims Returned status for 30 days, after which time the status will automatically change to Lost and the patron will be responsible for the reasonable replacement cost of the item.

g. All existing fines and fees must be cleared before the account is updated in any way, including renewing an expired card, changing a card from resident to non-resident, or changing the Responsible Party for cardholders who are minors.

#### **Section 10. Payment for Lost Items**

a. Patrons with lost or damaged materials will be charged the reasonable replacement cost of the item. If the reasonable replacement cost cannot be determined, the average price for that category of item will be charged as the replacement cost (See Appendix A). Fines for lost library materials from any MetroShare library must be paid at the owning library.

b. Library materials may be declared lost by the borrower at any time and the replacement cost may then be determined and applied to the account.

c. Lost library cards will be replaced for a \$1.00 replacement cost. The lost card will be voided so it cannot be used again.

#### **Section 11. Reserving and Renewing Materials**

a. A resident BLD patron may place any available MetroShare item on reserve either through the card catalog database or through a reference librarian.

b. There is no charge for placing holds.

c. Holds will be filled in the order in which they are received.

d. Patrons will be notified by phone or email when the reserved item is available.

e. Held items will be at the circulation desk for 10 days. If the patron does not pick up the item within 10 days, the item will be returned to the lending library or sent to the next patron on the reserve list.

- f. Eligible materials are automatically renewed 3 days before the due date. Renewals can be made after the due date has expired as long as there are no pending holds.

**Section 12. Reconsideration of Material**

BLD materials are purchased according to the collection development policy. Although materials are carefully selected, differences of opinion can arise regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Request for Reconsideration" form. The form will be sent to a committee made up of 1 librarian, 2 community members chosen by the Library Director, 1 board member and the Library Director. The committee will review the form and will respond within a 15-day time frame. If the concerned patron is dissatisfied with the Director's decision, the inquiry will then be placed on the agenda in the next two regular meetings of the Benbrook Library District Board of Trustees.

BLD reserves the right to impose other limitations if deemed necessary.

## Appendix A: Lost or Damaged Materials

As of the approved date of the policy, we will assess the following charges for lost or irreparably damaged library materials if actual replacement cost cannot be determined. Patrons may choose to purchase replacement materials independently, but the Library retains the right to reject these items if they do not meet selection policy criteria. Please use these figures as guidelines; prices do vary and they are based on several factors. For questions, see a librarian.

### Adult and Young Adult Materials

Fiction - Hardcover	15.00
Fiction - Paperback (cataloged)	7.00
Non-fiction- Hardcover	15.00
Non-fiction- Paperback	12.00
Books on CD	50.00
DVD	15.00
DVD Case	2.00
DVD Covers	1.00
Great Courses Materials	75.00
Video Games	50.00
Library of Things	Market price

### Children's Materials

Fiction - Hardcover	15.00
Fiction - Paperback	5.00
Non-fiction- Hardcover	15.00
Playaway Views	100.00

### Juvenile Materials

Fiction (jf)- Hardcover	15.00
Fiction (jf)- Paperback	7.00
Non-fiction- Hardcover	15.00
Non-fiction- Paperback	10.00
Kits	100.00

A fee may be charged for items returned damaged that do not require replacement.

## Appendix B: Printing and Other Costs

BLD considers the costs associated with each item are fair and reasonable. No discounts will be applied to any items.

Black and White Copies	.10 per page, .20 for front and back (letter or legal size)
Color Copies	.25 per page, .50 for front and back (letter or legal size)
Fax for 817 and toll-free numbers	no charge
USB drives	3.00
Ear buds	2.50

## MakerSpace Costs

Poster Printer	Charges calculated from amount of ink and paper used per poster
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Teachers can receive up to 3 free posters (24x36 or smaller) for classroom use each semester:

*Spring (January 1 – May 31), Summer (June 1 - August 31), Fall (September 1 – December 31)*

Laminator	.50 for 8.5x11 \$1 for 11x17 \$6.00 for poster size
Ceremark Spray	\$1 per side
3D Printing	.10 per gram for filament
Laminate Woods	.05 per sq inch
Laser Engraving/Cutting	.10 per sq inch
All other miscellaneous products	Market price