

## **TexShare Card Policy**

Benbrook Public Library participates in the TexShare card program. Through this service, patrons of BPL are able to access the items of over 500 participating libraries across the state of Texas, and patrons of other Texas libraries are able to access BPL items.

### **Rules & Conditions for Obtaining a TexShare Card From BPL**

1. The patron must be a Benbrook Public Library cardholder.
2. If the patron is a non-resident cardholder, he or she will only be issued a TexShare card from BPL if there is not a participating TexShare library in his or her city of residence. To search for participating libraries, visit: <https://www.tsl.state.tx.us/texshare/libsearch/>
3. The patron must have five (5) successful checkout and returns on his or record at the time of application for a TexShare card.
4. A TexShare card will not be issued to a patron with outstanding fines and fees exceeding \$5.00 on his or her account.
5. A TexShare card is valid for one year from the date of its issuance. Cards may be renewed before, on, or after the expiration date, provided the four conditions listed above are still satisfied.
6. Should a patron with a BPL-issued TexShare card fail to return items borrowed from other institutions or otherwise behave irresponsibly with his or her card, BPL reserves the right to refuse future TexShare privileges to the offending patron.

### **Rules & Conditions for Using a TexShare Card From Another Institution at BPL**

1. The visiting patron must provide a current TexShare card issued by a participating library, as well as a valid photo ID.
2. Visiting TexShare borrowers may only checkout and request items owned by BPL; they may not borrow from other libraries in the MetrOPAC system.
3. A first-time visiting TexShare borrower may checkout two (2) items of any kind. After the initial visit, the cardholder may checkout up to twenty-five (25) books and five (5) DVDs/videos at any given time. Books have a checkout period of three (3) weeks, while DVDs/videos have a checkout period of one (1) week. All items may be renewed once, provided there are no holds on the items.
4. Visiting TexShare borrowers are subject to the same fines and fees as all other BPL cardholders.
5. Cards issued to visiting TexShare borrowers are valid for one year from the date of issuance. Cards may be renewed on or after the expiration date, provided the patron has a current TexShare card issued by a participating library at the time of renewal.
6. The visiting patron's home library (the library at which the TexShare card was issued) assumes responsibility for materials borrowed by their patrons.