

IV. LENDING AND USE POLICIES

A. Access to library facilities, collections, programs, and services

The Haltom City Public Library Board recognizes the important role the Haltom City Public Library plays in the community. The Board endorses a policy that welcomes library patrons of all ages, socio-economic backgrounds, and educational levels.

Library facilities, services, programs, and materials are available to any individual who comes in person to the Library.

B. User Cards

Revised July 27, 2021. Revision approved by the Library Board on September 7, 2021.

Library materials are loaned to patrons holding a valid Haltom City Public Library card. User card fees may apply (Appendix B – Schedules).

1. Resident card/Business-owner card

Adults 18 and over residing in Haltom City receive their first card free of charge upon presenting valid identification and proof of residency. The applicant must sign the card, accepting the terms and conditions of the contract.

Owners of a business located in Haltom City receive their first card free of charge upon presenting proof of ownership of the business and valid identification. The business owner must sign the card, accepting the terms and conditions of the contract.

Children ages birth through 17 who are residents of Haltom City receive their first card free of charge upon a responsible party presenting valid ID and proof of residency. The responsible party can be a parent, legal guardian, or other relative or adult with whom the child is residing. The responsible party of the child must sign the card, accepting the terms and conditions of the contract as the responsible individual.

2. Resident card from a MetroShare Library

Individuals, residing in a community that: 1) is a member of the MetroShare Library Consortium, 2) agrees to share its catalog of holdings, and 3) enacts a reciprocal borrowing agreement with Haltom City Public Library, may apply for a library card in their home community. The library card from their home community is recognized and accepted at Haltom City Public Library. Residents of these cities/communities may not apply for a non-resident card, but must present a valid card from their home community library.

3. Non-resident Card

Individuals residing in a community that is not a member of the MetroShare Library Consortium or a TexShare Card participating library may apply for a non-resident card. Non-resident cardholders will have access to materials and services of the library. Some exceptions may apply.

4. TexShare Card

A Haltom City Public Library adult, resident cardholder in good standing may be issued a TexShare card to be used at participating TexShare Card libraries statewide. TexShare Cards are valid for one year from the registration date. Lending libraries will set their own borrowing policies.

Non-residents presenting a valid TexShare card from a participating library will have their TexShare card activated for use at the Haltom City Public Library until the expiration date on their card. Non-resident policies apply to TexShare cardholders.

C. Lending Policy

Revised July 27, 2021. Revision Approved by Library Board on September 7, 2021

Library materials are loaned to patrons who: 1) present a valid library user card, 2) have no overdue (late) items, and 3) have no other blocks on their account as a result of charges or issues applied to the card.

Library patrons are responsible for selecting materials to borrow and use for themselves and the children for whom they are responsible, taking into consideration the appropriateness of the subject matter, the themes, the reading levels, the maturity level, and the presentation.

Haltom City Public Library material(s) loaned to patrons are solely for their use. The borrowing of materials is subject to, but not restricted to, the following regulations:

- Library material(s) borrowed on a patron's library card are solely the responsibility of the cardholder or the responsible party. Certain fines, fees, and charges may apply for interlibrary loan, lost books, or other aspects of library usage. Fines, fees, and charges are recommended by Haltom City Library Board and approved by Haltom City Council and will be periodically and adjusted through City Council action (Appendix B – Schedules).
- Material(s) may be checked out for specific circulation periods. These materials may be returned during normal operating hours or returned to the book drop. The patron is responsible for returning the materials on time and in good condition. Circulation periods are recommended by the Haltom City Public Library Board and approved by the Haltom City Council (Appendix B – Schedules).

- Library material(s) are considered overdue (late) on the day following the circulation period assigned at the time of check-out. Borrowing privileges are suspended when an item is overdue on the account.
- Damaged material(s) should be reported to any library customer service representative or librarian. Items will be checked and evaluated as they are returned for condition and damage. The cardholder/responsible party will be assessed appropriate fines/fees/charges for damaged materials (Appendix B – Schedules). Damaged items remain the property of the City of Haltom City or the McNaughton Book Leasing Service. Payment for damaged items does not guarantee conveyance of the item to the patron.
- Lost material(s) should be reported to any library customer service representative or librarian. The cardholder/responsible party will be assessed appropriate fines/fees/charges for the lost materials (refer to Appendix B – Schedules).
- “Lost in Issue” materials (i.e., checked out on a valid library card and never returned) will be charged to the cardholder’s/responsible party record and appropriate fines/fees/charges will be assessed (Appendix B – Schedules).
- There are no expressed limits on the number of books, audiobooks, or compact discs that can be borrowed at one time or the number of items on any one subject that can be borrowed at one time. Patrons should limit the number of items borrowed to that number that can be used/read/listened to/viewed within the allocated circulation period.
- Cardholders are subject to a limit of 30 DVD or blu-ray discs borrowed at one time.
- Any item available for loan may be placed on “reserve” (i.e., to hold the item when it is returned to the library).
- Library materials borrowed from any of the following agencies may be subject to the circulation policies of that loaning agency and may have special requirements concerning due dates and payment of fines, fees, and charges:
 - Benbrook Public Library
 - Burleson Public Library
 - Forest Hill Public Library
 - Keller Public Library
 - Richland Hills Public Library
 - Watauga Public Library
 - Any public library that joins the MetroShare Library Consortium
 - Interlibrary Loan.

D. Mobile WiFi Hotspot Lending Policy

Revised July 27, 2021. Created by staff and approved by the Haltom City Public Library Board on April 27, 2021.

The Haltom City Public Library is pleased to loan free Mobile WiFi Hotspots to Haltom City resident card holders to increase their access to the Internet and the library's digital resources.

1. Eligibility and Loan Period

The Haltom City Public Library lends hotspots to resident card holders ages eighteen (18) and older with library cards in good standing. The loan limit is one (1) hotspot device per card at any given time. The lending period is twenty-one (21) days. The hotspot can be renewed up to two (2) times if no reserves are placed by another patron.

2. Checkout, Returns, and Lost/Damage Fines

To borrow a hotspot, a patron must present their library card to the Circulation Staff and complete a loan agreement form. Once a hotspot is checked out to a patron, it becomes the responsibility of that patron. Any changes in condition or content while in the patron's care will be the patron's responsibility. The patron is responsible for damage, loss, theft and/or additional charges accrued due to data usage outside of the United States. If any technical problems are encountered, patrons should return the device immediately to the Circulation Staff.

Hotspots **MUST** be returned to a staff member at the Haltom City Public Library Circulation Desk and may not be returned in the book drop or at another MetroShare library. Full replacement cost will be charged for a hotspot that is not returned. Patrons are responsible for replacement costs if the hotspot or any parts are lost, stolen, damaged or not returned as stated in the fee schedule (Appendix B – Schedules).

3. Internet, Device and Information Use/Misuse

The Haltom City Public Library is not responsible for any liability, damages or expense 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 implied. The user acknowledges and accepts all risks associated with the use of the wireless data device. There is no warranty, express or otherwise.

The Haltom City Public Library is not responsible for any information a user accesses and encounters using a hotspot or any actions a user takes while online. Using the hotspot to access any online content determined to be illegal or obscene according to federal, state or municipal law will result in the revocation of hotspot

borrowing privileges and potentially criminal prosecution. The user will not tamper with the hotspot (hardware and software), or attempt to open, repair or modify the hotspot in any way.

4. Privacy Terms

User Internet usage is not tracked by the 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,
- and 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.).