

LIBRARY LOAN POLICY

The majority of books, magazines, and other library material should be loaned for a period of three (3) weeks, and are subject to one renewal so long as they do not have a surpassing fine of five (5) dollars. E-books can be checked out for a maximum of 14 days and may be renewable through Overdrive. Renewals may be done online, by text, over the phone or in person if the patron account is in good standing and does not have a fine surpassing five (5) dollars.

No item will be renewed if there is a Reserve or Hold on the material. To renew online you must have both your library card and password. The password when a library card is created is the cardholder's 10-digit phone number. The cardholder may change the password online at a later date. The library staff will not have access to the cardholder's password once the password has been changed from the 10-digit phone number. The library staff may reset the cardholder's password back to the original 10-digit phone number if the cardholder does not remember their password.

There is a limit of four (4) DVDs in the Children's Department and four (4) DVDs in the Adult Department per household. DVDs may only be checked out by cardholders 18 and over. DVDs may be loaned for a period of fourteen (14) days and renewed one time for an addition fourteen (14) day period.

There is a limit of one (1) Wi-Fi Hotspot per household. Wi-Fi hotspots may only be checked out by cardholders 18 and over. Wi-Fi Hotspots may be loaned for a period of seven (7) days, no renewals.

Items checked out from the library's Library of Things may be checked out for seven (7) days, and renewed for one week by cardholders 18 and over.

Original: Unknown
Revised: 2016, Reviewed: 2017
Revised: 2021

Approved by the Library Board of Trustees

RESIDENT AND NON-RESIDENT BORROWERS

Material loan privileges are free to all permanent residents (those who do not occupy transient quarters) within the city limits of Waxahachie, including the students of the local colleges.

Patrons who do not reside within the city limits of Waxahachie, and therefore do not pay Waxahachie city property taxes, will be charged an annual fee (non-refundable) of \$35.00 per household/family at the same address. Children under the age of 18 must have a parent/guardian signature. Fees are subject to change.

Driver's license, official ID and/or proof of residency (current apartment lease or home ownership papers), or utility bill will be required on all applications.

There will be no limit on the number of items a new card holder is allowed to check out.

A fee of \$1.00 is charged to replace lost or carelessly mutilated cards.

Library users are responsible for all materials checked out on their card. Library users/parents are responsible for fines, damaged or lost book fees on materials regardless of who has used the materials. Current replacement costs can be found in Section 7 of this manual.

Original: Unknown
Revised: 2016, Reviewed: 2017
Revised: 2021

Approved by the Library Board of Trustees

BUSINESS LIBRARY CARD POLICY

A Business Library Card is available to any organizational entity, profit or nonprofit, that owns or rents property in Waxahachie, Texas.

The owner, employer, senior representative or manager of the business may apply for a card in person using the Application for a Business Library Card. The card will be issued in this person's name only.

By signing the Application for a Business Library Card the employer acknowledges that the business or organization is liable and financially responsible for all usage of the card.

Appropriate current documentation and identification must be presented upon application. This may include any of the following:

- Business License
- Rental/Lease agreement
- Utility bill

A photo I.D. will be required along with a document indicating the title of the signer.

Only one card will be issued per property owner or renter. The Business Library Card is valid for six (6) months at no cost.

The Business Library Card may be renewed for one (1) year for \$100.00.

The Business Library Card allows employees access to various online databases through the Nicholas P. Sims Library. It does not allow for any materials checkout.

Original: March 2015
Reviewed: 2016, 2017

Approved by the Library Board of Trustees

TEACHER/EDUCATOR CARD

Nicholas P. Sims Library would like to extend our presence in the community and support our local educators by providing access to an Educator Card for Teachers at Ellis County Schools. This card is available only to those who are teaching Pre-K-12 in local school districts. This card is intended to allow teachers to supplement their teaching materials; therefore, Teacher/Educator Cards must follow these restrictions:

Employment:

1. Must show proof of Employment for the current school year.
 - a. Proof may include: pay stub, teacher badge/id card, or letter of employment on ISD letterhead.

Restrictions:

2. Cards are restricted to the current school year; they will be active August 1 – June 1.
3. Cards will have to be renewed for each school year. Current employment must be verified.
4. Accounts will be restricted to 10 books/audiobooks and up to 4 DVDs at any time.
 - a. Items that cannot be borrowed are Magazines, BOB Books (books in sets), any kits or sets that may become available at a later time.
 - b. Please refrain from checking out all titles on a particular subject.

Responsibilities:

5. All other rules of the library will apply, the teacher/educator will be held responsible for anything he/she may check out. (i.e. late fees, renewals, holds)
6. If any items are not returned or are damaged the teacher/educator will be held responsible for the cost of damages or replacement.
7. Teachers/Educators who fail to return items/clear their accounts of any delinquencies will not be eligible for renewal.

Original: September, 2017
Approved by the Library Board of Trustees