

# **Policies**

## **Library Card Policy**

### **Library Card Types**

Resident Library Cards are free and issued to any applicant who is a Hays County Resident or Property Owner. Resident Library Cards are valid for two years from the date issued/renewed.

1. Adult Resident Library Cards are issued to applicants aged 18 and older.
2. Youth Resident Library Cards are issued to applicants aged 17 and younger in the presence of a parent or a legal guardian. The parent, or legal guardian, must present a valid/acceptable photo ID with proof of their current residence in Hays County.

Non-Resident Library Cards are issued to adults ages 18 and older residing outside of Hays County and may be purchased for a fee of \$20. Non-Resident Library Cards are valid for one year from the date issued/renewed.

### **Registration Process**

Applicants must register for membership with the Kyle Public Library (Library) in person by completing a Library Card Application Form and presenting an original, physical valid/accepted photo ID with proof of current residence with any combination of documents from the list below:

1. Texas Driver License, temporary Texas Driver License or Learner's Permit
2. Texas Department of Public Safety ID
3. Non-Texas State Issued License or ID
4. Passport
5. Military ID
6. Credencial Para Votar ID (Mexico Voter Registration Card)
7. Resident Alien Card
8. Texas Offender ID
9. Texas Concealed Handgun License
10. Educational Institution Photo ID
11. Government issued ID with an identifying number
12. San Marcos Public Library Enhanced Library Card
13. Bank or credit union statement
14. Utility deposit receipt or utility bill from the past 60 days
15. Credit card bill from the past 60 days
16. Current Voter Registration Card or notarized temporary Voter Registration Permit
17. Current vehicle registration or liability insurance
18. Official rent receipt; rental agreement, contract or lease
19. Employment pay stub from the past 60 days

### **Renewing Cards**

To renew an expired Library card the person whose name is on the account, or the legal guardian in the instance of a Youth Library Card must present a valid/acceptable photo ID with proof of residence in-person. Blocked account status must be resolved prior to renewing a Library Card.

## **Lost or Stolen Cards**

Cardholders should notify the Library of a lost or stolen Library Card as soon as possible. Replacement Library cards are available for a fee of \$2. The Library is not responsible for unauthorized use of a Library Card.

## **Circulation Policy**

### **Account Limits**

1. Library Cards can check out a maximum of 25 physical items.
2. Library TexShare Cards can have a maximum of five items checked out at one time, but cannot check out any of the Restricted Materials listed on the Library InterLibrary Loan Policy.
3. Digital Content-eBook, eAudioBook, and Streaming Video access is available to Resident and Non-Resident Library Cards. Borrowing limits vary by platform.

### **Loan Periods**

1. Physical Materials - Books, CDs, DVDs, Blu-Rays: three weeks, two renewals
2. Chromebook Laptops: two weeks, no renewals, limit one per household
3. Arts and Technology Center Collection (ARTC) - Library of Things, LaunchPads, Storytime Kits: two weeks, no renewals, limit one per card
4. Wonderbook: two weeks, no renewals, three per card

### **Reserves/Holds**

1. Reserving an item enters the customer onto a wait list for that item.
2. The item is reserved for five days.
3. Customers may have up to five items reserved for their account at one time and they do not count against the checkout limit.
4. Reserves/hold limits of digital content vary by platform; please check the platform for hold information.

### **Renewals**

1. Renewal extends the due date of an item three weeks from time of renewal.
2. Items are eligible for renewal if:
  1. the item is not reserved for another customer
  2. the borrower account is unblocked
3. Renewal of digital content varies by platform; please check the platform for renewal information.

## **Collection Development & Deselection Policies**

### **Purpose of the Collection Development Policy**

The purpose of the Collection Development Policy is to define the principles and criteria by which selection and retention of Kyle Public Library materials are made. It provides guidance to the Kyle Public Library Staff and serves to inform the public about the nature of the Kyle Public Library's collection and the motivation that drives collection decisions.

## **1. Principles**

1. The Kyle Public Library (Library):
  1. Upholds the principles of the American Library Association's Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, and related appendices, as well as the Texas Library Association's Intellectual Freedom Statement and the First Amendment of the United States Constitution.
  2. Commits to the free and open distribution of ideas and diverse opinions, allowing customers to form their own viewpoints.
  3. Does not imply agreement with the viewpoints of materials within the collection.
  4. Protects the right of customers to access controversial or differing opinions.
  5. Ensures access to materials regardless of age, race, color, sex, national origin, education, religion, disability, or other discriminatory criteria.
2. Responsibility for Materials Selection and funding allocation rests with Library administration.

## **2. Children's Collection**

1. Materials aim to foster a lifelong interest in reading and learning for children and teenagers.
2. The collection supports children, parents, teachers, and professionals working with children.
3. Responsibility for children's reading lies solely with parents or guardians. The Library does not act in loco parentis.
4. Materials shall stimulate interests, broaden perspectives, enhance reading skills, and meet educational needs.

## **3. Collection Development Criteria**

1. Materials are selected using the following criteria:
  1. Popular and anticipated demand
  2. Contemporary significance and permanent value
  3. Literary merit and creative quality
  4. Authority and reputation of authors or publishers
  5. Evaluation in reputable review sources
  6. Accuracy, currency, and local relevance
  7. Customer requests and representation of diverse viewpoints
  8. Cost, availability, and physical suitability for Library use
2. Selections require positive review in credible sources, including:
  1. Booklist
  2. School Library Journal
  3. Publishers Weekly
  4. New York Times
  5. Book Review
  6. Common Sense Media, among others

## **1. Electronic Materials**

Criteria for Electronic Materials include ease of use, licensing, accessibility, and cost- effectiveness.

## **1. Deselection**

A. Periodic evaluations ensure the collection remains current, balanced, and useful. Deselection considerations include:

1. Availability of other copies or formats
2. Physical condition of the material
3. Content accuracy and relevance
4. Usage statistics

## **1. Reconsideration of Materials**

1. Adult Resident cardholders with accounts older than six months with a check-out history may request reconsideration of materials through the following process:
  1. Initial Request: Verbal request to the Library Director.
  2. Formal Submission: If unresolved, the customer completes a Reconsideration Form.
  3. Decision: The Library Director provides a written response within 30 days.
  4. Appeal: If dissatisfied, the customer may appeal to the Library Board, which reviews the case and advises the Director for final evaluation.
2. During the process, the material remains in circulation. Once a decision is made, materials are not eligible for further re-evaluation.

## **1. Donations**

1. The Library:
  1. Maintains the right to accept or reject donations.
  2. Accepts only outright gifts that meet the same selection criteria as purchased materials.
  3. Reserves the right to disperse or dispose of unselected items.
  4. Does not provide tax appraisals for donated items.

## **Exhibit and Display Policy**

### **LIBRARY POLICY RELATED TO DISPLAYS, EXHIBITS, AND ADVERTISING**

Kyle Public Library (Library) administration must approve all postings, displays, and exhibits. Any item placed on bulletin boards, or any items attached to walls or other Library

surfaces, without prior approval will be removed and discarded.

## **1. Library Displays**

1. Library displays are created by Library Staff, with the purpose of promoting materials and services.
2. Library displays focus on Library and/or City materials and services.
3. Displays are informational, educational, recreational, or cultural in nature.
4. As the Library endeavors to present a broad spectrum of ideas and variety of viewpoints, material displayed does not necessarily represent the view or imply the endorsement of the City Administration, Library Board, or Library Staff.
5. Library administration must approve all materials for display.
6. Library staff will work in consultation with Library administration to set times for display installation and removal.
7. Variations in age level, educational level, needs, and interests of customers in the community will be considered in the overall development of Library displays.
8. It is the responsibility of all Library staff to maintain the appearance of Library displays.

#### **1. Library Exhibits**

1. Library exhibit(s) feature work from external individuals/groups. Preference will be given to organizations associated with the City, non-profit organizations, and educational institutions.
2. Exhibit(s) must be informational, educational, recreational, or cultural in nature.
3. Exhibit(s) containing political campaign literature, legislative lobbying, commercial advertising, solicitations, or religious proselytizing are not permitted.
4. As the Library endeavors to present a broad spectrum of ideas and variety of viewpoints, the material exhibited does not necessarily represent the view or imply the endorsement of the City Administration, Library Board, or Library Staff.
5. Exhibit(s) should be placed on the exhibit calendar in advance, which is maintained by Library staff.
6. Library staff will work in consultation with Library administration to set times for exhibit installation and removal.
7. Library administration must approve all materials for exhibit(s).
8. It is the responsibility of the organization/individual to remove exhibit(s) in a timely and non-disruptive manner.
9. Exhibit(s) should be properly labeled as to the subject matter or event being highlighted.
10. It is the responsibility of the organization/individual exhibiting their work to provide all equipment necessary for exhibit installation.
11. The installation cannot be permanent or damage Library property.
12. The exhibitor should be aware that their material is exhibited in a public place with limited monitoring.
13. The Library is not responsible for any theft or damage to the material.

#### **1. Library Bulletin Boards**

1. The Library reserves the right to deny and the right to remove announcements, posters, or other materials.
2. The Library can remove any materials which have been posted for a reasonable length of time or if space is needed for other programs and events.
3. Material left for Library consideration for posting cannot be held or returned.
4. As space is very limited priority will be given to the Library, Library support groups, City, and City-related material; and, as space permits, announcements of events and activities of tax-supported or non-profit educational, cultural, and charitable organizations.

5. Space for political campaign literature, legislative lobbying, commercial advertising, solicitations, fundraisers, religious proselytizing, and personal notices or communications cannot be provided.

### **1. Information Tabling at the Library**

1. The Library may provide space for an information table to local and state agencies, Library support groups, non-profit organizations, and education institutions.
2. Commercial, political, solicitation, or fundraising activity is prohibited.
3. Providing tabling space does not constitute an endorsement of the agency's services by the Library.
4. An Information Table Request Form must be completed a month in advance for all requests for tabling. Submitting a Request Form does not guarantee availability of tabling space, or the date and time requested. Requests must be approved by the Library Administration.
5. The Library limits one Information Table session per agency once a quarter (every three months). This session is not to exceed four hours.
6. The name of the agency must be prominently displayed on the table.
7. Tables shall not interfere with the normal operations or programs of the Library, and shall not block collections, displays, and entrance and exit.
8. Information tables must be staffed by the agency at all times. The Library is not responsible for monitoring or supervising information tables.

## **Gifts and Donations Policy**

### **1. Gifts**

The Kyle Public Library (Library) welcomes gifts, physical or monetary, that support the mission of the Library. Such offers will be handled in accordance with the City of Kyle's Acceptance of Gift Policy and by Library administration. At the discretion of the Library Director, the Library Board will be consulted in an advisory capacity to determine the suitability of the gift and the terms of acceptance compatible with the Library's mission and policies.

1. Gifts are to only be accepted with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interest of the institution.
2. The Library will not appraise the value of gifts. Income tax regulations leave the determinations of the gift's monetary value to the donor, and donors wishing to have an appraisal of their gifts should do so prior to donation.
3. The Library has the right to refuse gifts, including those that are intended to express political viewpoints or otherwise do not meet the standards for inclusion in the Library's collection.

### **2. Donations to the Library Collection**

Refer to the Library Collection Development Policy.

[Interlibrary Loan Policy](#)

[TexShare Policy](#)

[Appropriate Library Use Policy](#)

[Kyle Public Library - Library of Things Collection Development and Circulation Procedures](#)

[Americans with Disabilities Act \(ADA\) Statement](#)

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