

## **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 for one time.

- Should more than four (4) DVDs be placed and available on hold for any household, DVDs beyond the four (4) available for checkout will be removed from the holds list to allow other patrons an opportunity for checkout. The material may be placed at the end of the holds list if there is a waiting list. Otherwise, it will go directly back onto the shelf and the patron will have to place the item back on hold when they are ready for the material.

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 fourteen (14) days, with one renewal.

There is a limit of one (1) Chromebook per household. Chromebooks may only be checked out by cardholders 18 and over. Wi-Fi Hotspots may be loaned for a period of fourteen (14) days, with 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, 2021, 2023  
Reviewed: 2017, 2024

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.

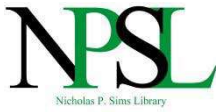
Library users are responsible for all materials checked out on their card. Library users or their parents/guardians are responsible for fines, damaged or lost book fees on materials regardless of who has used the materials. Current replacement costs can be found in Section 7 of this manual.

## **MINORS**

For patrons under the age of 18, who wish to receive a library card, a parent or guardian must take responsibility. If a parent or legal guardian is unable to come into the library, they may designate an Authorized Care Taker to sign up their child for a library card using the form titled "Parental Consent for Library Card Under Guardianship of Authorized Care Taker." This form makes sure that the minor's parents or legal guardian is aware of the responsibilities of checking out library materials and the libraries views on internet access and censorship. The form also makes sure that all parties are aware that the person applying for the library card on behalf of the child is responsible for all materials and fees on items checked out on the account.

Original: Unknown  
Revised: 2016, 2021, 2023  
Reviewed 2024

Approved by the Library Board of Trustees



**PARENTAL CONSENT FOR LIBRARY CARD**

**UNDER GUARDIANSHIP OF AUTHORIZED CARE TAKER**

In accordance with Nicholas P. Sims Library Policy and in an attempt to protect minors in an open information environment this form must be filled out and completed if a parent/legal guardian wishes their child (under 18) to be issued a library card from the Nicholas P. Sims Library without their physical presence.

By signing this agreement I understand that:

In order for a minor to obtain a library card at the Nicholas P. Sims Library, a borrower’s account will be created in the minor’s name and the account will be linked to the authorized care taker named in this form for billing and collection purposes.

**Library Materials:** A Youth Library Card allows a minor to check out reading and audio materials. DVD’s, Chromebooks, Wi-Fi hot spots, video games, and other electronics cannot be checked out on a youth library card.

**Internet Access:** A Youth Library Card allows a minor access to computers in the library. These computers are internet accessible. I understand that by filling out this form the child will have access to the internet. I understand that there is a variety of information available online and that the library has no control over what may or may not be accessed by a minor in relation to the internet. I understand that the Nicholas P. Sims library’s policy of Freedom of Information and Censorship means that a minor’s use of the internet will not be monitored by staff.

**Censorship:** The Nicholas P. Sims Library does not censor information or checkouts. Any minor under the age of 18 with a library card will be able to access and check out any available material at the library without regards to the content within. I will not hold the Nicholas P. Sims Library or its staff responsible for the material my charge chooses to check out, use or view.

I acknowledge that I as the minor’s guardian and the care taker named in this form are responsible for the child’s actions and for any fines, fees, or lost item charges incurred by the child while using library materials.

Today’s Date: \_\_\_\_\_

Youth’s Name \_\_\_\_\_ Birth Date \_\_\_\_\_  
*Last First Preferred Name MM-DD-YYYY*

Parent/Guardian \_\_\_\_\_  
*Last First*

Parent/Guardian Address \_\_\_\_\_  
*Street Address City State and Zip Code*

Parent/Guardian Cell Phone \_\_\_\_\_ Parent/Guardian Email (Required) \_\_\_\_\_

Authorized Care Taker \_\_\_\_\_  
*Last First Relationship to Minor*

Care Taker’s Address \_\_\_\_\_  
*Street Address City State and Zip Code*

Care Taker Cell Phone \_\_\_\_\_ Care Taker Email (Required) \_\_\_\_\_

Signatures:

\_\_\_\_\_  
*Parent/Guardian*

\_\_\_\_\_  
*Authorized Caretaker*

## **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 signee.

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, 2024

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

Reviewed: 2024

Approved by the Library Board of Trustees

**FINANCIAL RESPONSIBILITY AGREEMENT**

Name of School District: \_\_\_\_\_

Teacher/Educator Name: \_\_\_\_\_ School ID: \_\_\_\_\_

Personal Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

School Contact: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

*Please Review the following policy and sign your agreement at the bottom of the document.*

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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/reapplied for each school year. Current/continued employment must be verified.
4. Accounts will be restricted to 10 items including 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.

By signing this acknowledgment form you are agreeing to all the rules and responsibilities listed above and are aware that you, as the educator/card holder are responsible for the items you check out and any fines, fees, or other charges that may occur due to late, missing, or damaged items, just as any other cardholder would be held responsible.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Approved by the Library Board of Trustees  
September, 2017