

Universal City Public Library Circulation Policy

Library Cards

The Universal City Public Library will provide without charge to all Texas residents a library card. Residents are defined as those persons currently residing within the state of Texas. Library cards provide borrowing privileges to the physical and digital collections, online resources, and public access computers.

Card applicants ages 18 and older must be present in person and provide photo identification with a current residential address and proof of residency. Accepted forms of photo identification preferred are a valid Texas driver's license, temporary Texas driver's license, Texas learners permit, Texas Department of Public Safety ID, Military ID, or a U.S. passport. All forms of identification must be current and non-expired. Acceptable forms of proof of residency include personal checks, voter registration, housing or leasing agreements, insurance cards, property tax statements, or a utility bill with a current date not more than two (2) months old. Post Office Box number, or hotel or motel addresses, will not be accepted as proof of residence.

Card applicants under the age of 18 must have a parent, relative, or legal guardian present to co-sign as the responsible party on the application. Card applicants under the age of 18 must also be able to print or sign their name on their card. The co-signing parent, relative, or legal guardian must provide valid photo identification and proof of residency. Parents, relatives, or legal guardians are not required to have a library card for the applicant under the age of 18 to be issued a card.

Non-residents can apply for a library card for an annual fee as provided in Ordinance 361-Fee Schedule, as amended. All identification requirements listed above must be met.

Library cards expire 1 year (12 months) from the date of issue so that the library may update patron information upon renewal. Photo identification and proof of residence must be presented at the time of renewal.

If your library card is lost or stolen, notify the library as soon as possible. Once notified, library staff will block the card so that it can no longer be used. Patrons remain responsible for all use made of the lost or stolen card prior to notifying the library. Ordinance 361-Fee Schedule, as amended, includes a nominal replacement fee for lost or stolen cards.

Checking Out Library Materials

Patrons must have their valid library card in hand to check out items, access computers, or access their records. Patrons are responsible for the safe return of all library materials checked

out on their library card and on any other library card they have co-signed for. Patrons agree to return all library items checked out by the due date and to pay any fines for lost or damaged materials on their library card and any other library card they have co-signed. Said fines are established in Ordinance 361-Fee Schedule, as amended. It is strongly suggested that patrons do not allow others to use their card.

Patrons may check out up to twenty (20) items total on their card. Five (5) of these items may be DVDs. DVDs are checked out for five (5) days. All other items are checked out for three (3) weeks. Library staff will hold items 24 hours for patrons who do not have their card to checkout, or a patron may purchase a new card as established in Ordinance 361, as amended.

Renewals

Items may be renewed up to two (2) times provided there is no waiting list for the item, or it is not overdue. Thereafter, Items must be put back into circulation for 24 hours before that patron can check the item out again. Library materials 14 days late beyond the last renewal date will be considered lost and charges will be instated as established in Ordinance 361, as amended. Renewals may be done in person with your library card, by telephone during library business hours by providing the library card number, or by accessing your patron account online using the card number and phone number on record.

Reserves

Items may be reserved in person with your library card, by phone during library business hours, or online. Patrons are notified by phone, text, or email when items that you have reserved are ready for pickup. Reserve items are held for 7 business days. Items not picked up after 7 business days are returned to circulation.

Interlibrary loans (ILLs)

Interlibrary loan is available to library cardholders residing in Universal City limits only. Items not found in the UCPL can be requested in person or by phone.

Texshare Card

Registered users of participating Texas libraries can obtain a TexShare Card from their home institution and use the card to borrow materials directly from other participating libraries. Users must be in good standing at the home library and must have demonstrated compliance with the home library's borrowing policies.

Currently, the UCPL allows any resident of Texas to receive a library card free of charge. Registered UCPL patrons over 18 years of age, have had a UCPL library card for at least three (3) months, and in good standing may apply for a TexShare card to be used to obtain borrowing privileges at other libraries free of charge. Please remember that each individual library sets its own rules and guidelines on how TexShare Card patrons can use the library and the rules vary considerably from library to library.

To apply for a TexShare Card, you must have a current UCPL card that has been in use for at least three months, be free of fines and have no overdue materials. Upon presentation of your library card and a valid photo ID, your library card application on file can be updated to include TexShare card privileges and you will be issued a TexShare card. The TexShare card can then be used at another participating TexShare library according to their lending policies. Any items borrowed from another library must be returned to that library and not to the UCPL. The TexShare card expires on the same date as the home library card.

Because the UCPL allows all residents of Texas to apply for a library card free of charge, TexShare cards are not needed to borrow items from the UCPL. Instead, if patrons present a TexShare card from another library, the patron will be asked to present a valid photo ID and proof of residence and asked to fill out an application for a UCPL card. Interlibrary loans are only available to Universal City residents with a current UCPL card.

Fines & Charges

Effective June 2023, fines will no longer be charged on overdue library materials. Library materials 14 days late beyond the last renewal date will be considered lost and charges will be instated. Patron accounts are suspended when a balance exceeds \$10.00. Patrons with suspended accounts may not check out any library items or use public computers until the balance is at or below \$10.00. Charges for lost or damaged items are based on 100% replacement cost, plus a processing fee as provided in Ordinance 361-Fee Schedule, as amended.

Lost Materials

Patrons are responsible for reimbursement to the library for any items lost while checked out on their library card. The library charges the cost of the lost item plus a processing fee as provided in Ordinance 367-Fee Schedule, as amended. The processing fee is used to cover the costs of purchasing, cataloging, and processing replacement items. The library does not accept replacements for lost materials. Refunds will not be issued for lost items returned after they have been paid for.

Damaged Materials

Patrons are responsible for reimbursement to the library for any items damaged beyond repair while checked out on their library card. The library charges the cost of the damaged items plus a processing fee as outlined in Ordinance 361-Fee Schedule, as amended. The processing fee is used to cover the costs of purchasing, cataloging, and processing replacement items for damaged materials. The library does not accept replacements for damaged materials.

Attachments: Ordinance 361-AE-2023