



**AGENDA**  
**WATAUGA LIBRARY BOARD**  
**REGULAR MEETING - VIDEOCONFERENCE**  
**THURSDAY, NOVEMBER 12, 2020**  
**6:00 PM**

**CALL TO ORDER**

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a Library Board Meeting of the City of Watauga, Texas will be held at which time the following subjects will be discussed and may be acted upon.

If you wish to view-only, the meeting will be streamed "live" on our web-site at the normal location: <https://www.cowtx.org/1403/Agendas-and-Minutes>

If you wish to comment during the meeting, you may do so by registering using the form located at: <https://www.cowtx.org/librarycomments>. You will have the option to join the virtual meeting and comment "live" at the appropriate time using a computer, Android device, iOS device and/or a phone. Or, you can provide your comments at the time of registration and they will be read into the record for you.

 **EMERGENCY ALERT**

COVID-19 Emergency Update Information  
[Read On...](#)

Create an Account - Increase your productivity, customize your experience, and engage in information you care about.

Comprehensive Plan Update

Conducting Elections

Welcome Info

Transparency

Forms

Mobile Apps

On-line Payment Center

Public Works Construction Updates

Strategic Planning

Street Sweeper Schedule

West Nile Virus

Disclaimers

Home > Form Center

 **Form Center**

Search Forms:

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By [signing in or creating an account](#), some fields will auto-populate with your information and your submitted forms will be saved and accessible to you.

Library Board - Comment Registration - November 12, 2020

[Sign in to Save Progress](#)

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a Library Board Meeting of the City of Watauga, Texas will be held at which time the following subjects will be discussed and may be acted upon.

Members of the public are invited and encouraged to attend all public meetings that are not closed to the public in accordance with the Texas Open Meetings Act. Public input is encouraged during Public Testimony, Public Hearings or Action sections of a meeting agenda. As authorized by the Executive Orders issued by the Texas Governor, the City and is making special provisions to allow the public to comment at this meeting. The meeting will be hosted using WEBEX. "Live" participation is limited. A person desiring to comment "live," during the meeting must register in advance using this form. Once registered, citizens will be provided with the meeting link information on a first come, first served basis until all slots have been filled.

Citizens may also provide their comments in writing. ALL COMMENTS MUST BE RECEIVED NO LATER THAN 1 HOUR PRIOR TO THE MEETING. All written comments must comply with applicable decorum rules for comments made during a public meeting of the City Council to be read into the record. Up to three minutes shall be allotted for each written comment to be read into the record of the meeting. All timely comments will be read into the record of the meeting at the appropriate time during the meeting.

While reasonable efforts will be taken to gather comments received within the hour prior to the meeting or received during the meeting, all such comments are considered untimely and may not be recognized and read during the meeting.

First Name\*

Last Name\*

Address1\*

“Live” meeting space is limited and will be provided on a first come, first served basis. If you select the “live” meeting option, the WEBEX meeting details will be emailed to you at the email address you provide during registration. You will be responsible for ensuring that you are available in the WEBEX meeting at the time public testimony is requested and that you have a microphone or have called in via telephone so that your comments can be heard.

A copy of the agenda packet for this meeting may be obtained here: <https://www.cowtx.org/1403/Agendas-and-Minutes>. A recording of this meeting will be made available on-line at the city's website as soon as practicable after the meeting.

**PUBLIC COMMENT** If speaking for an organization or group, the speaker should identify the group represented. If speaking during Public Comment (for matters not posted on that particular meeting's agenda), members of the Library Board and Staff may only provide a statement of factual information in response to the inquiry or recite existing policy in response (e.g., to correct a factual misstatement made by the citizen or provide factual information requested by the citizen). Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a future meeting. If necessary, the Chair will task the appropriate staff to respond to the citizen and report back to the Board as soon as practicable. Such report to the Board shall not constitute a meeting called by the Board nor shall it constitute deliberation or formal action. Individual citizens addressing the Board during Public Comment shall not exceed three (3) minutes in their comments; however, the Chair may extend or reduce the speaker's allotted time in order to conduct an efficient and effective public meeting. The time allotted shall not be donated to others desiring to speak. Public Comment is not established to engage in a conversation with the Board and no formal Board action will be taken.

## **PUBLIC TESTIMONY FOR ACTION ITEMS**

### **REPORTS FROM STAFF**

1. Director's Monthly Report

### **APPROVAL OF MINUTES**

1. Consider action on the Library Board Meeting Minutes for January 9, 2020 and September 10, 2020

### **NEW BUSINESS**

1. Discussion and action on Watauga Public Library's Circulation Policy.

### **ADJOURNMENT**

## **NOTICE**

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY

SECRETARY'S OFFICE AT (817) 514-5825 OR FAX (817) 514-3625 FOR FURTHER INFORMATION.

I, Andrea Gardner, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on Monday, November 9, 2020, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary





## AGENDA MEMORANDUM

**DATE:** November 3, 2020  
**TO:** Library Board Members  
**FROM:**  
**SUBJECT:** Director's Monthly Report

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**BACKGROUND/INFORMATION:**

**FINANCIAL IMPLICATIONS:**

**RECOMMENDATION/ACTION DESIRED:**

**ATTACHMENTS/ SUPPORTING DOCUMENTATION:**

1. What the staff is doing

**REVIEWED BY:**

Lana Ewell, Director of Library Services  
*Approved as to form for inclusion on Agenda*

Created/Initiated - 11/3/2020

# CLASSIC MOVIES



## **Hold material located in front of the Circulation Desk**



**Rene from Circulation taking a  
request out to the Curbside customer**

# Quarantine area in the Meeting Room



# Youth Area being utilized to create Family Place Kits & other ongoing program crafts



# Barbara Goss, Senior Youth Librarian, recording Story Time



# Staff rearranging Fiction section

Creating sections for:

**FANTASY**

**HORROR**



**SCIENCE FICTION**



**WESTERNS**





## AGENDA MEMORANDUM

**DATE:** October 19, 2020  
**TO:** Library Board Members  
**FROM:** Raquel Guajardo, Deputy City Secretary  
**SUBJECT:** Consider action on the Library Board Meeting Minutes for January 9, 2020 and September 10, 2020

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### **BACKGROUND/INFORMATION:**

Attached for Board review and consideration are the meeting minutes from January 9, 2020 and September 10, 2020.

### **FINANCIAL IMPLICATIONS:**

### **RECOMMENDATION/ACTION DESIRED:**

City staff respectfully recommends the Board consider and take action on the January 9, 2020 and September 10, 2020 meeting minutes.

### **ATTACHMENTS/ SUPPORTING DOCUMENTATION:**

1. LIBMIN01092020
2. LIBMIN09102020

### **REVIEWED BY:**

Raquel Guajardo, Deputy City Secretary  
Andrea Gardner, City Manager  
*Approved as to form for inclusion on Agenda*

Created/Initiated - 11/6/2020  
Final Approval - 11/9/2020

**MINUTES  
WATAUGA LIBRARY BOARD  
REGULAR MEETING  
THURSDAY, JANUARY 9, 2020  
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148  
6:00 PM**

**MEMBERS PRESENT:**

Kip Woodruff  
Lindsey Neal  
Sharon Subjeck  
Brian Beaudry  
Carol Z. Coy  
Henrietta Egenti  
David Villafuerte

Chairperson  
Vice-Chairperson  
Secretary  
Member (Absent with Notice)  
Member  
Member  
Member

and

Kim Irving  
Lana Ewell  
Barbara Goss

Council Liaison  
Library Director  
Senior Youth Librarian

**CALL TO ORDER**

Chairman Woodruff called the meeting to order at 6:00 p.m.

**PUBLIC TESTIMONY**

No public testimony or comments were provided.

**REPORTS FROM STAFF**

**1. Library Director's Report**

Ms. Ewell presented the report and stated that the digital download numbers slightly increased which is an encouraging trend. She also stated that based on conversations with local libraries, program attendance is one of the best in the area. The report also included discussion included the library website that is one of the most visited webpages in the city and provided a summary of the various coordinated library events.

Ms. Ewell also stated that some publishers are attempting to restrict the number of e-books and delay the purchase of items available to public libraries which would force the public to purchase the e-book directly. A protest is being organized by public libraries against this practice. Ms. Ewell stated that others can support the protest by completing the online form provided within the meeting packet.

There was not a vote on this item.

## **2. Senior Youth Librarian's Report**

Ms. Barbara Goss reported that the summer reading programs and attendance had doubled and a college and career preparation series is being coordinated with Tarrant County Community College, University of North Texas, and the University of North Texas, for spring. A parent series is also being coordinated with Healthy Hippie Cafe to talk about prepping organic baby and toddler food. Fire and Police presentations will also be scheduled. Ms. Goss also reported that a Home School Resource Fair is scheduled April 6, 2020 and Big Vehicle Day event scheduled June 18, 2020.

The board members acknowledged thanked Ms. Goss for her hard work and initiative.

There was not a vote on this item.

## **APPROVAL OF MINUTES**

1. Consider action on the Library Board Meeting Minutes for November 14, 2019

Ms. Carol Coy made a motion to approve the minutes of the September 12, 2019 Library Board Meeting. The motion was seconded by Mr. David Villafuerte. Motion carried.

## **UNFINISHED BUSINESS**

No unfinished business was discussed.

## **NEW BUSINESS**

No new business was presented.

## **ADJOURNMENT**

With no further business to discuss, Chairperson Woodruff adjourned the meeting at 6:31 p.m.

APPROVED:        this \_\_\_\_ day of \_\_\_\_\_, 2020.

SIGNED:            this \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED:

\_\_\_\_\_  
Kip Woodruff, Chairperson

ATTEST:

\_\_\_\_\_  
Sharon Subjeck, Secretary

**NOTE:** Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office

**MINUTES  
WATAUGA LIBRARY BOARD  
REGULAR MEETING  
THURSDAY, SEPTEMBER 10, 2020  
VIDEOCONFERENCE  
6:00 PM**

**MEMBERS PRESENT:**

Kip Woodruff  
Lindsey Neal  
Sharon Subjeck  
Carol Z. Coy  
Henrietta Egenti  
Kristen Chapman

Chairperson/Place 7  
Vice-Chairperson/Place 1  
Secretary/ Place 5(Absent with Notice)  
Member/Place 3(Absent with Notice)  
Member/Place 4  
Member/Place 6

and

Lana Ewell  
Art Miner  
Bill Hidell  
Joy Don Baker

Library Director  
Mayor and Council Liaison  
Hidell and Associates Architects, Inc.  
Member/Place 2 (Pending Oath of Office)

**CALL TO ORDER**

Chairman Woodruff called the meeting to order at 6:04 p.m.

**PUBLIC TESTIMONY**

No public testimony or comments were provided.

**REPORTS FROM STAFF**

**1. Library Director's Report**

Ms. Ewell presented an updated report for the months of January to July 2020 which included discussion regarding curbside pick-up, social media posts regarding facility hours and services to assist residents with printing, copying and faxing. Ms. Ewell also stated that GED and ESL classes are currently being conducted online; however, in-person classes might be a possibility early next year.

Ms. Ewell also reported that the City of Fort Worth wishes to end the MetrOPAC consortium under its current structure. Watauga has been granted a one year extension, as have most of the other members and will no longer be a part of the MetrOPAC consortium effective September 2021. Watauga, Keller, Haltom City, Burleson, and Richland Hills public libraries are exploring possible ILS options.

Vice-Chair Neal stated that she has utilized the MetrOPAC program and found it be an added convenience, but asked if there was another program to use for similar services.

Ms. Ewell responded that material can still be requested using the Interlibrary Loan Program, however, more planning is needed and cost of postage is required. Ms. Ewell further stated that other options are being considered and believes that when selected, will be more cost effective and of better quality.

There was not a vote on this item.

## **APPROVAL OF MINUTES**

### **1. Consider action on the Library Board Meeting Minutes for January 9, 2020.**

Vice-Chair Neal made a motion to approve the minutes of January 9, 2020, as presented. The motion was seconded by Ms. Egenti.

**(An official vote was not taken for this item and it will be presented again during the next Library Board meeting)**

## **ACTION ITEMS**

### **1. Discuss and consider action to select Library Board officers; A. Chair, B. Vice-Chair, C. Secretary**

Chairman Woodruff introduced the item and called on members to present motions to nominate officers.

#### **A. Chair**

Vice-Chair Neal made a motion to nominate Mr. Kip Woodruff. Motion seconded by Ms. Chapman. Chairman Woodruff called for the members to vote. Motion carried 4-0.

Ayes: Neal, Egenti, Chapman, Woodruff

Nays: None

#### **B. Vice-Chair**

Chairman Woodruff made a motion to nominate Ms. Lindsey Neal. Motion seconded by Ms. Egenti. Chairman Woodruff called for the members to vote. Motion carried 4-0.

Ayes: Egenti, Chapman, Woodruff, Neal

Nays: None

#### **C. Secretary**

Vice-Chair Neal made a motion to nominate Ms. Kristen Chapman. Motion seconded by Chairman Woodruff. Chairman Woodruff called for the members to vote. Motion carried 4-0.

Ayes: Egenti, Neal, Woodruff, Chapman

Nays: None

## **UNFINISHED BUSINESS**

### **1. Presentation of the Watauga Public Library 2019 Study by Bill Hidell**

Chairman Woodruff introduced Mr. Bill Hill with Hidell and Associates Architects, Inc., to present to the Board.

Mr. Hidell's presentation touched on topics related to Lifespan, Operation Efficiency, Community Needs and Demands, and Flexibility to Future Trends. *(The full presentation will be recorded with approved minutes)*

There was not a vote on this item.

## **UNFINISHED BUSINESS**

### **1. Discussion and possible recommendation of action to withdraw from the TexShare Card program**

Ms. Ewell reported that the program is not being heavily used by Watauga residents, as only (2) are currently utilizing the program in comparison to (30) non-residents that access materials. There is also a possible cost liability for materials that are lost or damaged, as there is not a way for Watauga to recoup the costs. Ms. Ewell stated that withdrawal from the program does not affect accreditation and is totally separate from the TexShare database.

Vice-Chair Neal made a motion to withdraw from the TexShare Card Program. Motion seconded by Secretary Chapman. Motion carried 4-0.

Ayes: Woodruff, Egenti, Chapman, Neal  
Nays: None

Chairman Woodruff thanked Mayor Miner for attending the teleconference.

Ms. Egenti asked Ms. Ewell when the library is anticipated to reopen. Ms. Ewell responded that a date has not been identified.

Mayor Miner commented that this subject could not be discussed as it is not presented on the agenda and suggested that board members directly reach out to Ms. Ewell with additional questions.

Chairman Woodruff stated that he does not believe the library will open soon as there is a risk to patrons and administrative staff.

## **ADJOURNMENT**

With no further business to discuss, Chairperson Woodruff adjourned the meeting at 7:18 p.m.

APPROVED: this \_\_\_\_ day of \_\_\_\_\_, 2020.

SIGNED: this \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED:

\_\_\_\_\_  
Kip Woodruff, Chairperson

ATTEST:

\_\_\_\_\_  
Kristen Chapman, Secretary

**NOTE:** Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office



## **AGENDA MEMORANDUM**

**DATE:** November 3, 2020  
**TO:** Library Board Members  
**FROM:**  
**SUBJECT:** Discussion and action on Watauga Public Library's Circulation Policy.

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**BACKGROUND/INFORMATION:**

**FINANCIAL IMPLICATIONS:**

**RECOMMENDATION/ACTION DESIRED:**

**ATTACHMENTS/ SUPPORTING DOCUMENTATION:**

1. Current Circulation Policy approved 11/3/2017
2. Circulation Policy 2020 DRAFT

**REVIEWED BY:**

Lana Ewell, Director of Library Services

Created/Initiated - 11/3/2020

*Approved as to form for inclusion on Agenda*



## **Circulation Policy**

*A valid Watauga Public Library card lets you check out books, music, DVDs and more. You can also remotely access online databases and download E-books, audiobooks and magazines to your computer or tablet.*

### **Watauga Public Library Cards**

Having a library card is a privilege. Protect it. The card is nontransferable and should be treated like a credit card. Avoid liability for misuse by reporting a lost or stolen library card immediately. Keep record information current. Report any changes in personal information to the Library.

A borrower assumes full responsibility for all use made of his or her library card. By agreeing to the terms and conditions, the borrower agrees to comply with all library rules and regulations, to pay all fines, and to be responsible for any loss or damage to materials.

Any patron who borrows materials is responsible for returning them in a timely manner and in good condition. Any patron whose fines have accumulated to \$5.00 or more shall forfeit all library card privileges until materials are returned and fines are paid.

Resident cards are issued for three years. Non-resident and specialty cards are issued for one year. When the card is renewed, the patron's record must be updated. Any fines or fees must be paid by the patron at this time.

### **Types of Library Cards**

- **Resident:**  
Any adult (18 years or older) who is a resident of Watauga is eligible to have a library card free of charge. The person must present identification (such as a valid driver's license or photo identification) with proof of a current Watauga address or taxpayer status. City employees and non-residents who own real property within the city limits and non-residents who operate a business within the city limits and who render business

personal property for ad valorem taxes and who pay those taxes will also be eligible to obtain a library card free of charge. An applicant age 17 years or under is required to have a parent or legal guardian sign the application card to show acceptance of responsibility for materials checked out on the card.

It is the policy of the Watauga Public Library that parents or guardians, not the Library staff, are responsible for monitoring and approving the selection of materials made by their children. It is the parents or guardians – and only these – who may restrict their children – and only their children – from access to Library materials and services. Parents or guardians who wish their children not to have access to certain materials or services should so advise their children. The Library staff cannot and do not act in loco parentis.

- Non-resident reciprocal:  
Residents of North Richland Hills, Hurst, Bedford, Saginaw, and Blue Mound may obtain a Watauga library card at no charge. Borrowing privileges extend to the Watauga Public Library only. The person must present identification (such as a valid driver's license) or photo id with proof of current address. The policy above for applicants 17 years or under also applies here.
- Non-resident:  
Any adult who resides outside the Watauga city limits, but does not reside in one of the member cities of MetrOPAC ( Fort Worth, Haltom City, Keller, Richland Hills, Burleson or Benbrook) or in a City that has a reciprocal borrowing agreement with Watauga (North Richland Hills, Hurst, etc.) may obtain a non-resident library card. The person must present photo identification (such as a valid driver's license) with proof of current address. Borrowing privileges extend to the Watauga Public Library collection only. The policy above for applicants 17 years or under also applies here. There is a charge of \$40 annually for each non-resident card.

- Internet-only:
- This card is issued for Internet only use. No check-out privileges are extended to this card. A photo identification and current address must be provided.
- Corporate Cards:  
Businesses, organizations, and institutions in the City of Watauga are eligible to apply for a Corporate Card from the Watauga Public Library. All privileges, rules, limitations, and fees or charges that apply to the individual Library card apply to the corporate card. In requesting a corporate card, the company agrees to be responsible for all materials checked out on the card(s). The company holds the responsibility for retrieving Library cards from any staff members who leave their employ, and/or notifying the Library to cancel any card number that leaves their control. There is no charge for the Corporate Cards. Consult "Corporate Card" Policy for details.
- Teacher Cards:  
These cards may be issued to teachers in the public (Birdville & Keller School Districts only), private, and parochial schools, including nursery schools, preschools, and daycare schools that serve Watauga. These cards are granted for one year, may be renewed annually, and can only be used at the Watauga Public Library. Applicants must provide proof of employment. Consult "Teacher Card" Policy for details.
- TexShare Cards:  
TexShare library cards will be issued to any Watauga resident (18 years of older) with a current Watauga Library card in good standing. To be in good standing, the patron must have had a Watauga Library card for 6 months and have no fines or fees and no overdue items at the time of application. Application must be made in person with a current photo I.D. The TexShare card is valid for one year from the date of issue. The patron should be aware and must abide by all policies of any Library from which they borrow materials. TexShare cards will be invalidated for any patron that do not return items or incurs fees/fines that are not resolved within 90 days.

## Renewals & Replacements of Library Cards

To renew or replace a library card, all patrons must show a photo ID and proof of current address and clear all outstanding fines and charges. The replacement fee for a lost card is \$1.00. Library customers are responsible for notifying the Library of a lost or stolen card so that a block may be put on their account in order that no additional items may be checked out. Library customers are responsible for materials checked out on lost or stolen cards that have not been reported.

Any patron who borrows materials from Watauga Public Library is responsible for returning them in a timely manner and in good condition. Any patron whose fines have accumulated to \$5.00 or more shall forfeit library card privileges until materials are returned and fines are paid.

## Checking Out Materials

- A Library patron should present his/her library card in order to check out materials. If the Library card is not in his/her possession, materials may be checked out with current photo identification.
- TexShare borrowers are limited to 10 items on their account at any one time. They should be aware of and must abide by all other Watauga Public Library policies. Items should be returned to the Watauga Library and the cardholder is solely responsible for any expense in returning the items.
- Limits  
First time borrowers are limited to three (3) items the first visit.  
Non-fiction materials are limited to three (3) items per subject at a time per card holder.  
DVDs are limited to fifteen (15) per library card.  
Seasonal or high demand items may be limited as determined by staff.
- The following restrictions apply to BookandPuppet kits and Literacy kits:
  - 1. Checkout of BookandPuppet kits and literacy kits is limited to one per individual unless the individual represents a day care or another setting where there are multiple classes dividing young children by age group. Day cares, schools, and churches may check out two BookandPuppet kits per person or building.

2. BookandPuppet kits and literacy kits may not be renewed.

## **Length of loans**

All circulating materials check out for 3 weeks

Reference items do not circulate

All loan periods will be reviewed by the Library Board on an annual basis and changes incorporated into the policy as needed.

## **Computers**

Computers can be used in the Library with a valid library card. Computers are equipped with Internet, Microsoft Office, USB ports, and CD drives. Any print "jobs" from the public computers are sent to a network printer at the Circulation Desk. These print "jobs" must be paid for before staff will release the prints. Consult "Internet Acceptable Use" Policy for details.

## **Renewal**

Automatic-renewal is provided for most items not returned by their due date. Auto-renew will NOT occur if

- 1) the item is not renewable,
- 2) the item is requested,
- 3) maximum number of renewals has occurred,
- 4) charges of \$5.00 or more on the patron's account,
- 5) the patron's account has overdue items.

Renewal may also be made in person, online, or on the phone. Renewals may not be allowed on all items borrowed from members of the MetroPAC Library Consortium.

## **Holds**

Residents can place requests on all circulating material belonging to the Watauga Public Library and members of the MetroPAC Library Consortium. Non-resident card holders may place requests only on Watauga Public Library materials.

## **Copyright Laws**

Copyright laws limit CDs and DVDs to home viewing only, and prohibit their duplication. Copyright laws also protect most books, magazines, and other library media. It may be illegal to copy, reproduce, rebroadcast, tamper with, or alter copyrighted materials, including the Internet, in any manner. There are strict limits on the making and use of print copies. The Library is not responsible for any abuse of Copyright law by users of Library materials.

## **Interlibrary loans**

Interlibrary loan service is provided to all Watauga Public Library Card holders. ILL forms are available at the Circulation Desk. The user is responsible for paying the return postage on each item requested.

## **Fines & Charges**

1. Replacement library card \$1.00
2. Book, CDs, book kit, audiobook, DVDs and periodicals  
Overdue fine: \$ .25 per day per item  
Maximum fine: \$5.00 per item
3. Damage costs: \$5.00 rebinding or \$5.00 processing fee plus cost to repair/replace
4. Lost items: Cost of replacement + \$5.00 processing.  
(If the cost of the item is less than \$5.00, processing fee is waived)  
The Watauga Public Library does not accept replacement copies for lost or damaged items
5. Literacy Kits and BookandPuppet Kits  
Overdue fine: \$1.00 per day  
Maximum fine: \$25.00  
Lost or damaged items within the Literacy Kits may be charged and replaced individually per replacement cost for each item.  
*BookandPuppet Kits must be returned in their entirety or full replacement cost paid.*
6. Interlibrary loan items  
Overdue fine: \$ .50 per day

Maximum fine: \$10.00 per item  
Damage and lost fine set by lending library

## **FAX Service**

Local FAX: Charges follow the current City guidelines and are posted at the Circulation desk.

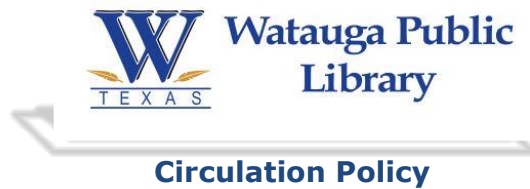
No FAXs will be accepted during the 15 minutes before closing.

## **Overdue notices**

A first and second notice will be produced by the automated circulation system and disseminated on a regular schedule. Failure to receive these notices does not relieve the borrower of the obligation to return or renew the borrowed materials by the due date, does not justify a reduction in fines or exempt the borrower from paying late fees. After two notices, the patron will receive a letter advising, (1) that the material is past due, (2) if not returned a complaint may be filed with the Municipal Court Clerk within 30 days of the date of the letter. If there is still no response, a complaint will be filed for any account with unreturned material valued at more than \$50.00.

Revised by Library Board 9/14/2000  
Revised by Library Board 9/13/2001  
Approved by Council 3/25/2002  
Revised by Library Board 11/14/2002  
Revised by Library Board 9/11/2008  
Approved by Council 10/27/2008  
Revised by Library Board 11/18/2010  
Approved by Council 12/20/2010  
Revised by Library Board 9/29/2011  
Approved by Council 10/24/2011  
Approved by Library Board 3/08/2012  
Approved by Council 3/26/2012  
Approved by Library Board 3/13/2014  
Approved by Council 4/28/2014  
Approved by Library Board 5/11/2017  
Approved by Council 11/13/2017

DRAFT



*A valid Watauga Public Library card lets you check out books, cds, dvds and more. You can also remotely access online databases and download eBooks, eAudiobooks and eMagazines to your computer or handheld device.*

## Watauga Public Library Cards

Having a library card is a privilege. Protect it. The card is nontransferable and should be treated like a credit card. Avoid liability for misuse by reporting a lost or stolen library card immediately. Keep record your information on file with the Library current. Report any changes in personal information to the Library.

A borrower assumes full responsibility for all uses made for usage of their library card. By agreeing to the terms and conditions, the borrower agrees to comply with all library rules and regulations, to pay all fines, and to be responsible for any loss or damage to materials, and pay monies owed.

Any patron who borrows materials is responsible for returning them in a timely manner and in good condition. Any patron whose fines/or fees that have accumulated to \$5.00 or more shall forfeit all library card privileges until materials are returned and fines are paid.

Resident cards are issued for three years. Non-resident and specialty cards are issued for one year unless otherwise stated. When the card is renewed, the patron's record is updated, and all outstanding fines/fees must be paid.

## Types of Library Cards

- Resident:  
Any adult (18 years or older) who is a resident of Watauga is eligible to have a library card free of charge. The person must present identification (such as a valid driver's license or photo ID) with proof of a current Watauga address or taxpayer status. ~~City employees~~ and Non-residents who own real property within the city limits and non-residents who

**Commented [CN1]:** City employees get a free card regardless of where they live.

## DRAFT

operate a business within the city limits and who render business personal property for ad valorem taxes and who pay those taxes will also be eligible to obtain a library card free of charge. An applicant age 17 years or under is required to have a parent/legal guardian sign application to show acceptance of responsibility for materials checked out on the card. Youth cards are renewable or until the patron's 18<sup>th</sup> birthday, whichever occurs first.

It is the policy of the Watauga Public Library that parents/legal guardians, not the Library staff, are responsible for monitoring and approving the selection of materials made by their children. ~~It is the parents/legal guardians – and only these – who may restrict their children – and only their children – from access to library materials and services.~~

Parents/legal guardians who wish their children not to have access to certain materials or services should so advise their children. The Library staff cannot and ~~do~~ will not act in loco parentis.

Commented [CN2]: Sounds redundant.

- Non-resident reciprocal:  
Residents of North Richland Hills, Hurst, Bedford, Saginaw, and Blue Mound may obtain a Watauga library card at no charge. Borrowing privileges extend to the Watauga Public Library collection only. The person must present identification (such as a valid driver's license or photo ID) with proof of current address. This card is valid for one year. The policy above for applicants age 17 years or under also applies here.
- Non-resident:  
Any adult who resides outside the Watauga city limits, but does not reside in one of the member cities of any consortium Watauga is a member of MetrOPAC ( Fort Worth, Haltom City, Keller, Richland Hills, Burleson or Benbrook) or in a city that has a reciprocal borrowing agreement with Watauga (North Richland Hills, Hurst, etc.) may obtain a non-resident library card. The person must present identification (such as a valid driver's license or photo ID) with proof of current address. Borrowing privileges extend to the Watauga Public Library collection only. The policy above for applicants age 17 years or under also applies here. This card is valid for one year with an annual charge charge of \$40 annually for each non-resident card.

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- Internet-only:  
This card is issued for Internet only use, **and is renewable every 6 months**  
No check-out privileges are extended to this card. A photo ID and current address must be provided.
- Corporate Cards:  
Businesses, organizations, and institutions in the City of Watauga are eligible to apply for a Corporate Card from the Watauga Public Library. All privileges, rules, limitations, and fees/charges that applies to an individual library card, also applies to a corporate card. In requesting a corporate card, the company agrees to be responsible for all materials borrowed on the card(s). The company holds the responsibility for retrieving library cards from any staff members who leave their employer. The company must notify the Library to cancel any card(s) that leaves their control. **A Corporate Card is valid for one year and there is no charge for this card.** Consult "Corporate Card" Policy for details.
- Teacher Cards:  
**Any teachers in the public (Birdville & Keller School Districts only), private, and parochial schools that serve Watauga can obtain this card. This card is offered for the current school year only, and must be renewed for each future school year.**

Nursery schools, preschools, and daycare schools that serve Watauga may obtain a teacher card. This card is valid for one year, renewed annually.

**Borrowing privileges extends to the Watauga Public Library collection only.** Applicants must provide proof of employment. Consult "Teacher Card" Policy for details.

- ~~TexShare Cards:~~  
~~TexShare Library card will be issued to any Watauga resident (18 years or older) with a current Watauga Library card in good standing. To be in good standing, the patron must have had a Watauga Library card for 6 months with no fines/fees and no overdue items at the time of application. Application must be made in person with a current photo ID. TexShare~~

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~~cards are valid for one year. The patron should be aware and must abide by all policies of any Library from which they borrow materials. TexShare cards will be invalidated for any patron that do not return items or incurs fees/fines that are not resolved within 90 days.~~

## Renewals & Replacements of Library Cards

To renew a library card, patron must show a photo ID and proof of current address, and all **outstanding fees/fines must be paid**. The replacement fee for a lost library card is \$1.00 **or free if renewing library card**. Patron is responsible for notifying the Library of a lost/stolen card so that a block may be put on their account **ensuring no** ~~in order that no~~ additional items may be checked out. **The patron is** responsible for materials checked out on lost or stolen cards that have not been reported.

~~Any patron who borrows materials from the Watauga Public Library is responsible for returning them in a timely manner and in good condition. Any patron whose fines have accumulated to \$5.00 or more shall forfeit library card privileges until materials are returned and fines are paid.~~

**Commented [CN3]:** Already mention in the beginning . I feel it has nothing to do with renewal & replacement of cards

## Checking Out Materials

- **A valid Watauga Public Library card or a current photo ID is required to check out materials.**
- ~~TexShare borrowers are limited to 10 items on their account at any one time. They should be aware of and must abide by all other Watauga Library policies. Items should be returned to the Watauga Library and the cardholder is solely responsible for any expense in returning the items.~~
- Limits:
  1. First time borrowers are limited to three (3) items the first **checkout.**
  2. Non-fiction materials are limited to three (3) items per subject at a time per cardholder.
  3. DVDs are limited to fifteen (15) per library card.
  4. Seasonal or high demand items may be limited as determined by staff
- The following restrictions **applies to** BookandPuppet kits and Literacy **Special Loan Kits:**

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1. Checkout of ~~Book and Puppet kits and Literacy~~ **Special Loan Kits** is limited to one **of each** per patron unless the patron represents a day care or another setting where there are multiple classes dividing young children by age group. Day cares, schools, and churches may check out two ~~Book and Puppet~~ **Special Loan Kits** per person or building.
2. ~~Book and Puppet~~ **Special Loan Kits** and Literacy kits may not be renewed.
3. **Special Loan Kits must be returned to the Watauga Public Library.**

## Length of loans

All circulating materials check out for 3 weeks

Reference items do not circulate

All loan periods will be reviewed by the Library Board ~~on an annual basis~~ **as needed and changes incorporated into the policy** ~~as needed~~.

## Computers

Computers can be used in the Library with a valid library card. Computers are equipped with Internet, Microsoft Office, USB ports, and CD drives. Any Print "jobs" from the public computers are sent to a network printer at the Circulation Desk. **Print cost .10 for bw, and .25 for color. Print jobs can also be sent remotely from any device from anywhere and picked up at the Watauga Public Library.** Consult "Internet Acceptable Use" Policy for details.

## Renewal

Automatic-renewal is provided for most items not returned by their due date.

Auto-renew will NOT occur if

- 1) the item is not renewable,
- 2) the item is requested,
- 3) maximum number of renewals has occurred,
- 4) charges of \$5.00 or more on the patron's account,
- 5) the patron's account has overdue items.

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Renewal may also be made in person, online, or on the phone. Renewals may not be allowed on all items borrowed from members of the MetroPAC Library Consortium.

## Holds

Residents can place requests on all circulating materials belonging to the Watauga Library and members of the MetroPAC Library Consortium. Non-resident cardholders may place requests only on Watauga Public Library materials. **There is a limit of 10 holds requests on physical materials at any one time. This includes active/pending requests, holds in-transit, and items on hold shelf.**

## Copyright Laws

Copyright laws limit CDs and DVDs to home viewing only, and prohibit their duplication. Copyright laws also protect most books, magazines, and other library media. It may be illegal to copy, reproduce, rebroadcast, tamper with, or alter copyrighted materials, including the Internet, in any manner. There are strict limits on the making and use of print copies. The Library is not responsible for any abuse of Copyright law by users of Library materials.

## Interlibrary loans

**Interlibrary loan service is provided to residents/property owners of Watauga with a valid library card in good standing. Specialty cardholders are not eligible for this service.** ILL forms are available at the ~~Circulation~~ Check Out Desk or **online**. The user is responsible for paying the return postage on each item requested. **Consult "Interlibrary Loan" Policy for details.**

## Fines & Charges

**Fines/fees can be paid in person or with your credit card by accessing your account online.**

1. ~~Replacement library card \$1.00~~
2. ~~Book, CDs, book kit, audiobook, DVDs and periodicals~~  
— Overdue fine: \$ .25 per day per item

**Commented [CN4]:** already under renewals & replacements

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~~—Maximum fine: \$5.00 per item~~

3. Damage costs: \$5.00 rebinding or \$5.00 processing fee plus cost to repair/replace. **Damage of one audio cd will result in the replacement of the entire set at current cost.**

4. Lost items: Cost of replacement + \$5.00 processing fee.  
(If the cost of the item is less than \$5.00, processing fee is waived)  
The Watauga Public Library does not accept replacement copies for lost or damaged items. **Damage of one audio cd will result in the replacement of the entire set at current cost.**

5. **Special Loan Kits** Literacy Kits and BookandPuppet Kits

Overdue fine: \$1.00 per day

Maximum fine: \$25.00

~~Lost or damaged items within the Literacy Kits may be charged and replaced individually per replacement cost for each item.~~

~~—BookandPuppet kits must be returned in their entirety or full replacement cost paid.~~

**Lost fee: Total cost of kit**

**Missing/Damaged fee: Replacement cost of each item.**

6. Interlibrary loan items

Overdue fine: \$ .50 per day

Maximum fine: \$10.00 per item

**Lost/Damage fee** Damage and lost fine set by lending library

## FAX Service

Local FAX: Charges follow the current City guidelines and are posted at the Circulation desk.

No FAXs will be accepted during the 15 minutes before closing.

## Overdue notices

A first and second notice will be produced by the automated circulation system and disseminated on a regular schedule. Failure to receive these notices does not relieve the borrower of the obligation to return or renew the borrowed materials by the due date, does not justify a reduction in fines or

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exempt the borrower from paying late fees. After two notices, the patron will receive a letter advising, (1) that the material is past due, (2) if not returned a complaint may be filed with the Municipal Court Clerk within 30 days of the date of the letter. If there is still no response, a complaint will be filed for any account with unreturned material valued at more than \$50.00.

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Approved by Library Board 5/11/2017  
Approved by Council 11/13/2017  
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