

**HARLINGEN PUBLIC LIBRARY
LIBRARY CARD POLICY**

DOCUMENTATION INFORMATION:

Proposed by Maurice Tsai, Library Director 5/9/91, rev. 10/24/91, 9/8/93, 5/2/94.

Revised by Ruben Rendon, Library Director 10/5/98, 7/12/04, 1/5/09, 9/4/12

Revised by Joseph Muniz, Interim Library Director 5/4/15

Revised by Dauna Campbell, Library Director 12/07/15, 11/13/17

Adopted by Harlingen Public Library Board 7/8/91, 9/13/93, 5/2/94, 5/1/95, 10/5/98, 7/12/04, 1/5/09, 9/4/12, 5/4/15, 12/07/15, 11/13/17

Sec. 1 ELIGIBILITY OF APPLICATION

- (1) Any person may apply for a library card. Anyone under 16 years old must have a parent or legal guardian present when applying for a card with full privileges. The parent or legal guardian must possess a current Harlingen Public Library card in good standing. Proof of guardianship may be required when applying for a library card. Children 4 and older may apply for an e-card without a parent or guardian present if issued at an HCISD school.
- (2) The director, president, CEO or other authorized official of a business or organization may apply for an institutional library card. The application for an institutional library card requires the approval of the Library Director.
- (3) The library does not discriminate on the grounds of race, color, national origin, gender, disability, age or any legally protected class of individuals.
- (4) Applicant must provide one valid identification document as proof of identification. (Examples of a valid identification document are found in Appendix B – Provisions.)

Sec. 2 RESIDENCY

- (1) A resident is a person living within the-State of Texas.
- (2) Applicant must provide valid proof of residency to obtain a library card with full borrowing privileges. (Examples of valid proof of residency are found in Appendix B – Provisions.)
- (3) Applicants who do not provide valid proof of residency can apply for a library card with limited privileges.

Sec. 3 TYPES OF LIBRARY CARDS

- (1) Harlingen Public Library card with full privileges. Available for individuals and institutions. Valid for two years. At registration, patrons may request that the card expire sooner than two years.
- (2) E-Card – limits access to e-book services, databases, and computer use. Valid for two years. At registration, patrons may request that the card expire sooner than two years.
- (3) TexShare Card – available to persons with a valid Harlingen Public

Library card. May be used at participating public and academic libraries in the State of Texas. See <https://www.tsl.state.tx.us/texshare/cardpage.html/> for further information on the TexShare Card program. Valid for 90 days.

Sec. 4 LIBRARY CARD USAGE

Patrons must present the Harlingen Public Library card or proof of ID presented by the cardholder or authorized user to use the library's public computers or to check out library materials.

Sec. 5 APPLICATION INFORMATION

- (1) It shall be unlawful for the applicant to furnish false information or identification (City Ordinance Sec. 258.3).
- (2) A parent or legal guardian must sign the library card application for children aged fifteen or younger when applying for a full access library card. With this signature, the parent or legal guardian assumes responsibility for all use made of the card. The parent or legal guardian who signed the library card application may be given access to information in the child's record on presentation of the library card. There will be no exceptions to this policy, unless provided by law, in which case, the Library Director will take appropriate action.

Sec. 6 LONGEVITY OF CARD

- (1) The Library Board will set the length of time a Harlingen Public Library card will be valid.
- (2) Library cards can be renewed when expired as long as the card holder is in good standing with the library.

Sec 7 ACCESSING THE LIBRARY CARD ACCOUNT

- (1) Library patrons can access their library card account information through the library's online catalog (<https://harlingen.biblionix.com/catalog/>).
- (2) To log into the account, the patron enters his or her library card number and password. The default password is the card holder's phone number including area code.
- (3) Once the patron has logged in, he or she can change the password. Library staff cannot access a patron's password. If the patron forgets his or her password, he or she can contact library staff to reset the password back to the default. Library staff can be reached in person at the library, at (956)216-5810, or via text at (956)255-8422 during library hours of operation.
- (4) By accessing their account online, patrons can do the following:
 - Update their contact information
 - View a list of the items they have checked out
 - Renew materials
 - Reserve materials that are currently checked out

- Request by Inter-Library Loan (ILL) materials that the library does not have
- View the history of the activity on their library card

Sec. 8 CARD HOLDER’S RESPONSIBILITY

- (1) The card holder will be responsible for all activity or any materials checked out on the library card. Parent/Guardian indicated on the library card application will be responsible for all activity or any materials checked out on a library card issued to a person fifteen years old or younger.
- (2) The unauthorized use of a Harlingen Public Library Card is prohibited by Harlingen City Ordinance (Sec. 2.258.3)
- (3) The card holder must pay any fees and/or fines that are incurred.
- (4) The card holder must report a lost or stolen card to the Harlingen Public Library. Harlingen City Ordinance (Sec. 2-258.5)
- (5) Lost or stolen library cards must be reported promptly .
- (6) The card holder is responsible for any use of the library card prior to a report of loss or theft. Report loss or theft of a library card to the Circulation Desk (956) 216-5810.

Sec. 9 FEES

- (1) The Library Board will recommend to the Harlingen City Commission all fees related to library cards and publicize the fee structure.

**APPENDIX A
FEE STRUCTURE**

Lost Card	5.00
Damaged/Non-usable Card/key tag	3.00

APPENDIX B PROVISIONS

Valid documents for establishing proof of identity:

1. Current Driver's License
2. Current state issued photo ID Card
3. Current U.S. Alien Registration card with photo
4. Other State or Federal issued photo ID card that contains current address information
5. Current Passport
6. Current HCISD school ID with photo

Note: Original, unmodified and undamaged documents with a current photo are preferred. Unmodified and undamaged color digital and print copies of the applicant/cardholder's ID are acceptable as proof of identification if the original is unavailable.

Valid documents for establishing proof of residency:

1. Texas Driver's License with current residence address present
2. Current rent or lease receipt with residence address present
3. Current Utilities bill with residence address present
4. City of Harlingen (COH) or Harlingen Consolidated Independent (HCISD) property tax document
5. COH or HCISD Tax receipt
6. HCISD School registration form
7. Current vehicle insurance with residence address present
8. Current government documents with residence address present
9. Current digital/electronic bills with residence address present