

CIRCULATION POLICIES

Library Cards

The Beaumont Public Library System issues library cards to Beaumont residents free of charge to encourage free exchange of information, recreation, entertainment, and a joy of life long learning. Library Cards must be presented to check out materials.

Resident Cards

- Residents are required to present one photo ID with proof of residency. Acceptable identification can include a Texas Drivers License or Texas ID card. Proof of Beaumont residency is required per City Ordinance – it is unlawful for a non-resident to receive a card unless city taxes are paid or an annual non-resident fee is paid. The Library will make a copy of identification presented. Applicants that live outside the city limits of Beaumont but own property or a business in Beaumont may obtain a free card.
- All adult cards expire after 5 years. New applications must be filled out at this time. Children's or Teen cards expire after 5 years or on their 18th birthday.
- A post office box may be used as a mailing address if the appropriate identification is provided with the home address.
- The determine if an applicant's address is within Beaumont city limits the circulation staff uses the website for the Jefferson County Appraisal District – JCAD.org as the authority.
- The signature of a parent or legal guardian is required for a child/young adult under the age of 18 to receive a youth library card. The parent or legal guardian must be in the library to complete the application for a youth card. A photo ID with proof of residency must be presented. Teachers, care providers, or friends are not allowed to provide address verification when a child is applying for a card.
- Borrower types include adult, youth, and teen. Each borrower type is able to borrow materials and use the public computers. Each type of borrower has different rules of circulation and usage. See the circulation staff at each branch for these rules.
- Temporary cards are available and are good for 90 days. Temporary cards are used for patrons who do not have a current ID with current address as proof, etc.
- Temporary cards are also available for those who are staying a shelters such as Boys Haven, Buckner's Children's Village, halfway houses, women's/men's/children's shelters, Salvation Army shelters, etc. A letter is required from current shelter administration stating residency for each member of the family. Each card is not to exceed

6 months in duration. Buckner's and Boy's Haven shelters are responsible for all materials.

- All applications are kept by the Library System at the Beaumont Public Library, 801 Pearl Street.
- If a library card is lost, the card must be reported immediately to one of the branches in the system. There is a 24 hour waiting period before a new card will be issued in hopes that the old card will be found. A new card will be issued for a fee of \$1.00. Subsequent lost cards will be issued at fees of \$3.00 for the second lost card and \$5.00 for the next and all other cards after that.
- All fines must be cleared before a replacement card will be issued. When/if a child or teen turns 18 and an adult card is issued, all fines and fees will be paid before an adult card is issued.
- All information about library card holders is confidential and will be held in the strictest of confidence. The library will not acknowledge a person has a library card unless a court order is presented to the Library Administrator. The Library Administrator will then consult with the city attorney.
- The library system collects circulation statistics of how many materials have been borrowed. After materials have been returned to the library the titles are removed from the patron record unless there are fines attached to the items.

Non-Resident Cards

- A non-resident is defined as a person living outside the city limits of Beaumont.
- Non-resident adults and children are charged an annual fee of \$25.00 for a total of five items on the patron record (individual card) or \$40.00 for a total of ten items on the patron record (family card). Cards are good for one year from date of issue.
- As with all cards, proof of residency is required. Acceptable identification can include a Texas Drivers License and Texas ID card. Out-of-state library users are required to provide a current drivers license or ID card from the state of residency.
- Lost cards should be reported immediately. If a library card is lost, the card must be reported immediately to one of the branches in the system. There is a 24 hour waiting period before a new card will be issued in hopes that the old card will be found. A new card will be issued for a fee of \$1.00. Subsequent lost cards will be issued at fees of \$3.00 for the second lost card and \$5.00 for the next and all other cards after that.
- Non-residents that move into the city limits of Beaumont will not be issued refunds.
- All information about library card holders is confidential and will be held in the strictest of confidence. The library will not acknowledge a

person has a library card unless a court order is presented to the Library Administrator. The Library Administrator will then consult with the city attorney.

- **The library system collects circulation statistics of how many materials have been borrowed. After materials have been returned to the library the titles are removed from the patron record unless there are fines attached to the items.**
- **Questions of ownership or any other concern about library cards will be settled by the Library Administrator or Assistant Library Administrator in the Administrators absence.**