



City of San Marcos Regular Meeting Agenda Library Board

November, 27, 2023 at 5:30 p.m.

Place: Conference Room at the San Marcos Public Library

I. Call to Order

II. Roll Call

III. Citizen Comment Period: Each speaker will be provided up to three minutes to speak. Persons wishing to speak during the Citizen Comment portion of the meeting can email dinsley@sanmarcostx.gov prior to 12:00 p.m. the day of the meeting. Written comments can also be submitted to dinsley@sanmarcostx.gov for distribution to the board prior to the meeting. Speakers may also sign up in person before the meeting is called to order. Each speaker will be called in the order in which they signed up.

IV. OATH OF OFFICE for new board member Charles Sears

V. MINUTES

1. Consider approval, by motion, of the October 23, 2023 meeting minutes.

VI. ACTION ITEMS

2. Discuss and consider approval of the Displays, Exhibits, and Public Bulletin Board Policy
3. Discuss and consider approval of the TexShare Card and Interlibrary Loan Policy

VII. REPORTS and ANNOUNCEMENTS

3. Director's Monthly Report.
4. Annual Texshare Card report
5. No board meeting in December.

VII. FUTURE AGENDA ITEMS

The next meeting is scheduled for Monday, January 22, 2024 at 5:30 p.m.

Board Members may provide requests for discussion items for a future agenda in accordance with the board's approved bylaws. *No further discussion will be held related to topics proposed until they are posted on a future agenda in accordance with the Texas Open Meetings Act.*

5. QUESTIONS FROM THE PRESS OR PUBLIC

In accordance with Section 2.045 (d) of the City Code, speakers must state their name, and must limit their remarks to three minutes. The allotted time will commence from the beginning of the speaker's remarks and will include any time spent in discussion between the speaker and library board members. Issues taking longer to communicate can be addressed outside the meeting to the city staff or to individual members of the board, or submitted in writing.

IX. ADJOURNMENT

Notice of Assistance at the Public Meetings

The City of San Marcos is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. Individuals who require auxiliary aids and services for this meeting should contact the City of San Marcos ADA Coordinator at 512-393-8000 (voice) or call Texas Relay Service (TRS) by dialing 7-1-1. Requests can also be faxed to 855-461-6674 or sent by e-mail to ADArequest@sanmarcostx.gov.

For more information on the Library Board, please contact Diane Insley at 512-393-8200 or dinsley@sanmarcostx.gov

San Marcos Public Library Displays, Exhibits, and Public Bulletin Board Policy

The following policy has been adopted by the San Marcos Public Library Board as authorized by Section 2.298 of the City of San Marcos Code of Ordinances. This policy is to be considered the official position of the library.

MISSION STATEMENT

The mission of the San Marcos Public Library is to create opportunities for our citizens to explore and expand their interests; to improve their academic, work, and life skills, and to enhance their enjoyment of leisure time through reading and lifelong learning.

PURPOSE

The San Marcos Public Library attempts to provide the community with limited, temporary space for displays, exhibits, and bulletin boards to further the library's mission. The purpose of this policy is to provide fair and consistent standards for the types of displays and exhibits provided at the library and open access to appropriate postings on the public bulletin board.

GUIDELINES FOR DISPLAYS and EXHIBITS

Displays and exhibits will be developed with regard to the overall library objectives to educate, inform, and entertain. Variations in age level, educational level, needs and interests of individuals in the community will be considered in the overall development of displays and exhibits. While displays and exhibits about religion and politics may be sponsored by the library, the library will not sponsor religious services, or partisan political exhibits or displays.

GUIDELINES FOR PUBLIC BULLETING BOARD

The bulletin board is provided as a community service to publicize local groups and meetings. Materials providing information on resources available to the public through government or nonprofit organizations are encouraged. Cultural events, non-partisan political groups, fundraising events for nonprofits, and educational opportunities may provide posters and pamphlets. Any individual or group requesting to post or leave pamphlets should bring them to one of the service desks for approval. Library staff may limit the size of the item.

Events shall be on display until the day after the event. Items without a specific event date will be posted for thirty days. Any item attached to library walls or other library surfaces will be removed and discarded.

LIABILITY

Displays and exhibits provided from outside the library will be temporary. All items must be picked up on the agreed upon date. Items not picked up as scheduled can't be stored.

The library will not be responsible for returning or storing materials, and the library will not be responsible for protecting materials from damage or theft. All items placed in the library are there at the owner's risk.

Granting permission to display materials does not imply the library's endorsement of content, the sponsoring organization, or its views; nor will the library accept responsibility for the accuracy of statements made in such materials. The library reserves the right to refuse to post, and the right to remove items which do not meet the above criteria or those which have expired dates.

COMPLAINTS ABOUT DISPLAYS, EXHIBITS, OR BULLETIN BOARD

The library welcomes expressions of opinion from any library customer concerning displays, exhibits, or items found objectionable on the bulletin board. If a group or individual has concerns about a library display, exhibit, or bulletin board, they should first address the concern with a library staff member at the Information Desk. Customers who wish to continue their request for review of displays, exhibits, or bulletin board should request to speak to the library director or contact the director in writing. The Library Director will respond in writing to the complainant. If the complainant wishes to pursue the complaint further, he or she may address the Library Board at its regular meeting. The Library Board shall review the complaint within a reasonable time and shall issue a decision in writing to the complaining person or representative within ten business days of the review. The Library Board's decision shall be final.

Adopted November 27, 2023

SAN MARCOS PUBLIC LIBRARY

TexShare Card and Interlibrary Loan Policy

The following policy has been adopted by the San Marcos Public Library Board as authorized by Section 2.298 of the City of San Marcos Code of Ordinances. This policy is to be considered the official position of the library.

INTRODUCTION:

One of the fundamental purposes of the library is to provide the community with access to books, periodicals, and related library materials. In order to accomplish this goal the library seeks to develop a collection which will meet the majority of our citizens' needs. When those needs cannot be met through our own library collection, patrons may request either interlibrary loan services or a TexShare Card. The following policies describe and govern these two services.

THE TEXSHARE CARD PROGRAM:

The TexShare Card Program is a reciprocal borrowing program sponsored by the Texas State Library. Participating libraries may issue their patrons a TexShare card, which may be used to borrow materials directly from any other participating TexShare library. A complete list of the TexShare libraries, along with their circulation policies, can be found on the Texas State Library's web site. Hundreds of academic and public libraries are participants.

Requirements for obtaining and using a TexShare Card issued by our library:

In order to be issued a TexShare card from the San Marcos Public Library, patrons must:

- reside in the City of San Marcos or must otherwise be eligible for free library services as authorized by the San Marcos City Council,
- must be registered as San Marcos Public Library card holders for at least two months;
- and must have a clear borrowing record with no outstanding fines or fees.

Patrons under the age of sixteen must have the written authorization of their parent or legal guardian in order to obtain a TexShare card from our library.

TexShare cards are issued **for one year (was six months)** at a time and will be renewed only if the patron continues to maintain a clear borrowing record with both our library and other participating TexShare libraries.

TexShare cardholders who owe fines or fees to other TexShare libraries will be blocked from borrowing materials from our library until all fines or fees are cleared from their record. The library will file municipal court complaints, as authorized by city ordinance 58.126, in order to recover materials that are not returned by our patrons to other TexShare libraries.

Requirements for using a TexShare Card issued by another library:

Non-resident patrons with a current, valid TexShare card from their “home” library are eligible to obtain a free TexShare Limited Service Card at the San Marcos Public Library. The TexShare Limited Service Card will enable the patron to use library computers and check out up to **five (was two)** items at a time. Patrons with TexShare Limited Service Cards are not eligible to check out audiovisual equipment or use the San Marcos Public Library’s interlibrary loan services.

TexShare borrowers must register for a San Marcos Public Library card following standard patron registration procedures which include providing current identification and address verification. As with our local cardholders, TexShare cardholders who are under the age of sixteen must have the authorization of their parent or guardian in order to obtain a library card. The TexShare Limited Service Card will expire on the date specified by the patron’s “home” library or one year, whichever comes first.

TexShare card holders are subject to the same fines, fees and service restrictions as other patrons who purchase a Limited Service Card from the San Marcos Public Library. Standard library procedures will be followed to recover any materials lost by TexShare borrowers. Should these fail, the “home” library of the TexShare patron will be billed for the materials.

INTERLIBRARY LOAN SERVICES:

The interlibrary loan program is a nationwide library resource-sharing program in which participating libraries borrow materials from one another on behalf of their patrons. In most cases the materials are mailed from one library directly to another library and the borrowing library is financially responsible for losses or damages which may occur during the loan process.

Eligibility for Interlibrary Loan Services:

In order to be eligible for interlibrary loan services from the San Marcos Public Library, patrons must:

- reside in the City of San Marcos or must otherwise be eligible for free library services as authorized by the San Marcos City Council,
- must be registered as San Marcos Public Library card holders for at least two months;
- and must have a clear borrowing record with no outstanding fines or fees.

Lending Library Fees:

Most lending libraries do not charge for interlibrary loan services, however some special and academic libraries do charge fees for photocopying or lending materials through the interlibrary loan system. Although our library will make an effort to get materials from libraries that are known not to charge fees, patrons are required to pay any fees charged by the lending library in association with filling their request,

In order to both expedite the loan process and avoid surprise fees, patrons are requested to indicate the maximum amount they are willing to pay the lending library for each interlibrary loan requested. This information should be provided at the time the request form is filled out. Fees are due upon receipt of the materials and are payable directly to the lending library.

Postage Fees:

The library charges interlibrary loan postage fees to cover the cost of mailing items back to the lending library or the cost mailing photocopies directly to our patrons. Patrons are required to pay postage fees upon receipt of interlibrary loan materials. Patrons who do not pick up their interlibrary loan requests are still expected to pay the associated postage fees.

Charges for Lost Interlibrary Loan Materials:

Patrons who lose interlibrary loan materials must pay the replacement fee and any processing fees as required by the lending library. These fees should be made payable directly to the lending library.

Failure to Return Interlibrary Loan Materials:

Patrons who fail to return or renew interlibrary loan materials by their due date will be blocked from borrowing additional materials from our library. Patrons who fail to return interlibrary loan materials within two weeks after our library sends a letter requesting their return are in violation of City Ordinance 58.126. The library will file municipal court complaints, as authorized by this ordinance, in order to recover the materials.

Other Restrictions Relating to Interlibrary Loan Services:

Our library adheres to the National Interlibrary Loan Code and conforms to all restrictions and guidelines stated in the code. In addition, we restrict interlibrary loan services in the following ways:

- Patrons are limited to five active interlibrary loans at one time. An active interlibrary loan is defined as a pending request or an item currently charged out to the patron. Due to their high replacement cost, only one audiovisual item may be requested at a time.
- Items that are listed in our library catalog as owned or “on order” will not be requested.
- Both our library and the lending library reserve the right to place restrictions on the use of interlibrary loan materials. Materials will be restricted to “in library use only” if they are considered by our staff or the lending library to be fragile, rare, or likely to be valued at over \$75.00.

Adopted: February 26, 2001

Revised: August 22, 2005

Revised: November 27, 2023