

## **2.2 BORROWER ELIGIBILITY**

### **I. Eligibility Requirements**

The New Braunfels Public Library will provide service without charge to all residents of the City of New Braunfels. Residency is defined as residing in or owning real property located in the City of New Braunfels or its extraterritorial jurisdiction (ETJ) or having a mailing address of New Braunfels, TX as established by the United States Postal Service.

- **Resident Adults**

Individuals who reside in the City of New Braunfels as defined above will be issued a free library card upon application. Appropriate verification of permanent residency and current address and telephone number will be required at the time of registration and periodically thereafter.

- **Resident Minors**

Individuals who reside in the City of New Braunfels as defined above and are fifteen (15) years of age and under will be issued a library card upon completion of an application with a parent's/guardian's/responsible party's co-signature. A responsible adult is defined as a person who is related to the child and willing to guarantee and be responsible for the child's use of the library materials.

Acceptable forms of verification for residents 16 years and older applying for a card or accepting responsibility for a minor applying for a card include:

- Valid Texas driver's license, temporary Texas driver's license or learner's permit
- Texas Department of Public Safety ID

**OR**

**Proof of address:**

- Personalized check or bank/credit union statement
- Utility deposit receipt or utility bill
- Voter's registration
- Official rent receipt; rental agreement, contract or lease
- Signed mortgage papers
- Current property tax statement or receipt
- Current credit card bill
- Vehicle registration or liability insurance
- Self-addressed library address verification postcard

**AND**

**Photo Identification:**

- Out of state Driver's License
- Credit Card with photograph
- School Photo Identification Card
- Employment Photo Identification Badge
- Store Photo Identification Badge

### **III. Fee-paying Non-resident Cards**

Non-residents who do not meet the criteria for a free or discounted library card may obtain a library card for an annual, non-refundable fee of \$25.00 (Ordinance No. 2005 – 63) of the City of New Braunfels, Texas). Appropriate verification of current address and phone number will be required at the time of registration and will include any of the items listed above.

### **IV Residency determination**

Residency shall be defined as residing in or owning real property located in the City of New Braunfels or its extraterritorial jurisdiction (ETJ) or having a mailing address of New Braunfels, TX as established by the United States Postal Service. ~~identifying the residence address as property subject to assessed taxes for the City of New Braunfels.~~

### **IV. Institutional cards**

Institutions located within the service area may be issued a library card. The director of the institution or the institution's librarian must complete the application and provide identification. Institutional cards are issued at the discretion of the library director.

### **V. Temporary cards**

In unusual circumstances, a temporary library card may be issued at the discretion of the library director.

### **VI. TexShare Cards**

The TexShare Card Program is a reciprocal borrowing program sponsored by the Texas State Library and Archives. Participating libraries may issue their patrons a TexShare card, which may be used to borrow materials directly from any other participating TexShare library.

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

- Have a current New Braunfels resident or non-resident full year library membership for a period of at least two months.
- Be over the age of fifteen.
- Have a clear borrowing record with no outstanding fees, fines or disputed items.

TexShare cards are issued for up to one year, and will expire on the same date as the patron's library card. It will be renewed 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.

Non-residents who present a valid TexShare card from another participating library, and who are not on the state list of revoked TexShare cards may apply for a TexShare library card for the New Braunfels Public Library at no additional charge. This card will be

limited to three (3) items allowed to be checked out at a time, and will not be eligible for interlibrary loan or patron request services. Library privileges will be offered until the date of expiration on the TexShare card. Cards without an expiration date will not be honored.

## **VII. Bookmobile Cards**

In order to ensure that children visiting the bookmobile are able to check out library materials at their visit, a bookmobile card will be issued to minors residing in Comal and Guadalupe County aged 15 or under who can provide name, address, phone number and name of an adult parent or other responsible adult. A bookmobile card will be issued to the child and will allow the child to check out one (1) book at a time. Upon verification by a parent or other responsible adult, full card privileges will be granted in accordance with 2.2 Borrower Eligibility Policies – Sections I – VI.

**REVISED AND ENDORSED  
BY THE NEW BRAUNFELS PUBLIC LIBRARY ADVISORY BOARD  
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