



Getting Started with the TexShare Card Program





TexShare Card Program

TexShare cards provide your library patrons with the privilege to visit more than 500 libraries and branches throughout the State of Texas and check out materials. The goal of the TexShare Card Program is to improve library service to Texans by making each library's materials available to the greatest number of users.

TexShare Card
A Texas Library Resource Sharing Program
www.tsl.texas.gov/texshare/card

Name

Issuing Institution / Library

Borrower Type

Authorized by

Borrower ID Number

Expiration Date

SAMPLE



TexShare Card Program

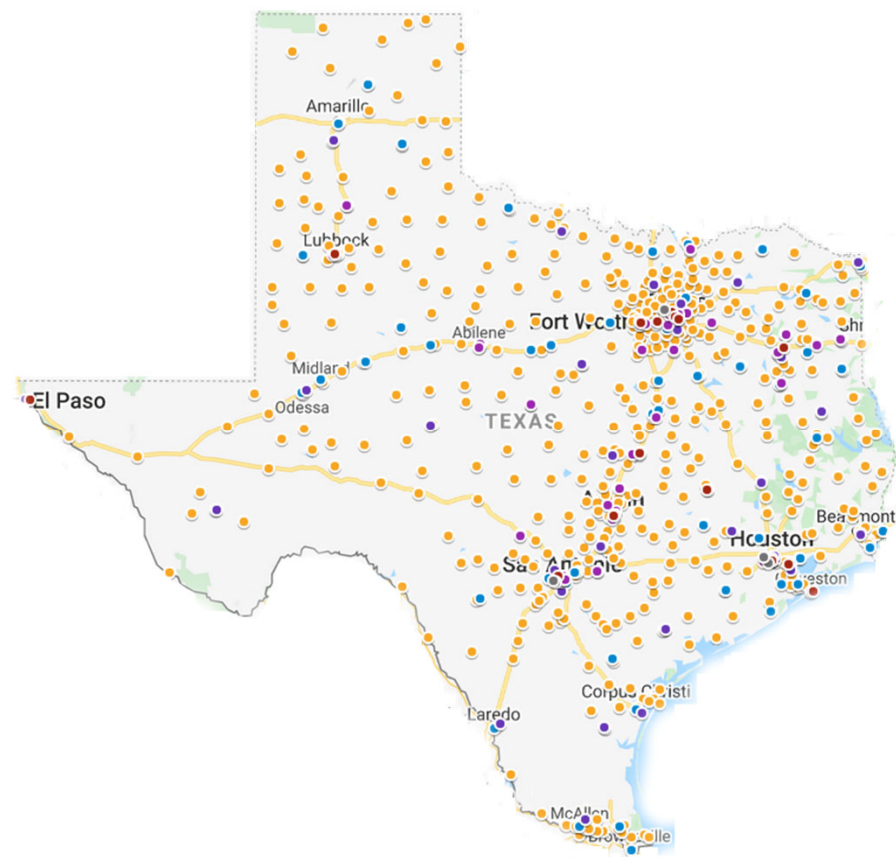
https://www.tsl.texas.gov/texshare/librarianinfo_card.html

- Statewide reciprocal borrowing card
- Participation is voluntary
 - Not all TexShare member libraries participate (but 522 do!)
- Libraries that participate agree to both issue and accept TexShare cards
- Individual card issuance and lending policies are determined by each library
- Annual usage reporting requested



TexShare Card Program

- Public Libraries: 365
- Academic Libraries:
 - 4-year public colleges and universities: 34
 - 4-year private colleges: 39
 - Community and Junior Colleges: 65
 - Specialty Academic Libraries: 3
- Medical Libraries:
 - Academic Medical Center Libraries: 10
 - Libraries of Clinical Medicine: 2
- Affiliate Members: 3





TexShare Card Librarian FAQ



TexShare Card FAQ for Librarians

Already in the CARD program? [Skip ahead](#)

Order TexShare Cards or Flyers
for Your Library at No Charge:
texshare@tsl.texas.gov
in-state toll-free:
800-252-9386



[TexShare Card FAQ for Patrons](#)

[Read the TexShare Card Participation Agreement](#)

[Card Program Application and Lending Policy Update](#)

[TexShare Card Program Statistics](#)

[TexShare Card Working Group](#)

Why Should My Library Offer TexShare Cards to Our Patrons?

TexShare cards provide your library patrons with the privilege to visit more than 500 libraries and branches throughout the State of Texas and check out materials. The goal of the TexShare Program is to improve library service to Texans by making each library's materials available to the greatest number of users.

How Can I Find Out More About the TexShare Card Program?

We have an archived webinar explaining the program and how libraries issue cards, accept cards from visitors, and report statistics. To view the recording, go to <https://onlinetraining.tsl.texas.gov/course/view.php?id=291>.

How Do I Sign Up My Library for the TexShare Card Program?

1. Read the [TexShare CARD Participation Agreement](#).
2. Print out the [Participation Agreement form](#). This form must be completed by the library director. Complete the necessary information, sign it, then scan and email it to TexShare@tsl.texas.gov. Alternately, you may fax it to 512-252-9386, or mail it to:

TexShare
Texas State Library and Archives Commission
PO Box 12927
Austin, TX 78711-2927
3. Be sure to include the name of one or more TexShare Card contacts on the Participation Agreement. Each library may have one primary contact and one or more alternate contacts. Only designated contacts will be able to order supplies and make changes to TexShare Card Lending Policies. Designated contacts may be updated during the TexShare Annual Report or at any time by emailing texshare@tsl.texas.gov.
4. After your Participation Agreement is reviewed, TexShare will send you a link to complete the online Lending Policy form. Your application will not be complete until we have a Lending Policy on file. See "[What Should I Include in My Library's TexShare Card Lending Policy](#)" for more information. You may wish to use [Find-A-Library](#) to view other libraries' lending policies.

https://www.tsl.texas.gov/texshare/librarianinfo_card.html

TexShare

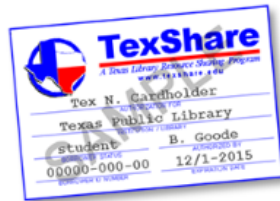


TexShare Card Users

- Patrons from smaller public libraries wanting to borrow items from a nearby larger public library
 - Libraries may restrict new releases, audiobooks, videos, reference, special collections
- Patrons from public libraries and smaller academic libraries needing to borrow a specific item or items available from a larger academic library
 - Age and materials restrictions may apply
 - Alternative to InterLibrary Loan, depending on how quickly the patron needs the material



TexShare Card Patron Info



The TexShare CARD... *Imagine a Library as Big As Texas!*

A TexShare CARD provides you with borrowing privileges from more than 500 participating libraries across the state.

If you're a registered patron of a participating library, you may request a TexShare Card from your home library. You must be a patron in good standing and have demonstrated compliance with your library's existing borrowing policies.

[TexShare CARD FAQ Information for Librarians](#)



Contact/Help

texshare@tsl.texas.gov
in-state toll-free:
800-252-9386

[TexShare Card Working Group](#)

1. GET YOUR TEXSHARE CARD

TexShare Cards are provided by your local public or academic library. Use [Find-A-Library](#) to see if your library participates in the TexShare Card program and to see the eligibility requirements.

2. USE YOUR TEXSHARE CARD

Each library also sets its own lending policies for visiting TexShare Card users. Before you visit another library, use [Find-A-Library](#) to view its specific policies and restrictions. Many libraries restrict the type or number of materials that a visiting TexShare Card user may borrow. Others impose a minimum age requirement. Typically, libraries do not permit TexShare Card holders to download ebooks or eAudiobooks. **Fines for late returns or lost materials apply to TexShare Card borrowers.**

The first time you visit a library to use your TexShare Card, be sure to bring a photo ID, your library card from your home library, and your TexShare Card. You'll be asked to complete a registration form in order to activate your borrowing privileges at that library.

3. ENJOY YOUR TEXSHARE CARD... RESPONSIBLY

You have responsibilities as a TexShare Card holder. You should become familiar with the policies and restrictions of the lending library, as failure to abide by library policies may result in revocation of your borrowing privileges. If a lending library reports that you have lost books or failed to pay fines, your home library may take appropriate action, including suspension of borrowing privileges at your home library and revocation of your TexShare Card.

Ask the staff at your local library for more information. *Please note: Despite the name, a TexShare Card does not provide access to TexShare Databases....*

<https://www.tsl.texas.gov/texshare/card>

TexShare



TexShare Card Limitations

- The TexShare Card generally can't be used to access electronic resources available from another library
 - Non-resident card may be an option
- The TexShare Card cannot be used to avoid paying fines or fees at the home library
 - Patrons with fees are not eligible
- The TexShare Card cannot be used indefinitely
 - Recommended minimum expiration period: three months
 - Maximum expiration period: twelve months (one year)
 - Patron must return to your library to request a new card after expiration
- Individual libraries may place additional limitations on the privileges of TexShare Card users



How to Join



1. Read the TexShare CARD Participation Agreement, <http://www.tsl.texas.gov/texshare/cardagree.html>
2. Print out the Participation Agreement form. This form must be completed by the library director. Complete the necessary information, sign it, then scan and email it to TexShare@tsl.texas.gov
3. Be sure to designate your TexShare Card Program Liaison. This liaison may or may not be the library director.
4. Complete your library's TexShare Card Lending Policy using the prompts on the form. You may wish to use [Find-A-Library](#) to view other libraries' lending policies
5. After completing the online application, **print out the Participation Agreement form.** Complete the necessary information, sign it and mail, fax, or scan and email it to the Texas State Library and Archives Commission.



Participation Agreement

- Introduction
- Agreement
 1. Scope
 2. Privileges
 3. Responsibilities of Borrowers
 4. Responsibilities of Libraries
 5. Identification of Eligible Borrowers
 6. Liaison and Problem Resolution
 7. Review and Assessment



TexShare Card Agreement: Introduction

The TexShare libraries, adopting a common goal to promote and facilitate access to information, communication, and research among their communities, will extend free reciprocal borrowing privileges to each other's patrons, so they may have direct, personal access to materials that are not available at the home library. The covenants listed below are intended to accomplish this goal. This Agreement became effective March 10, 2000.



TexShare Card Agreement Introduction (continued)

Several points should be emphasized before the covenants of this Agreement are set forth:

- The covenants are intended to be minimums. Any TexShare library is free to expand the privileges it wishes to offer, but it should not do so in the expectation that other libraries will do likewise.
- This Agreement is not intended to supplant other agreements between or among libraries, nor is it intended to be the only agreement of this kind which is permitted between or among libraries of like interest or common concern.
- It is hoped that the on site privileges extended to a borrower from another library will be as close as possible to the privileges the lending library extends to its own borrowers.
- This Agreement should in no way be interpreted as conferring rights on any borrower. The agreement is for privileges that may be revoked at any time by the borrower's home library or withheld by the lending library.



TexShare Card Agreement: Privileges

An eligible patron of a TexShare library may use the collections of any TexShare library on site, and, upon completion of the borrower's agreement and with proper identification, borrow materials that they may take away with them. Any individual known to have outstanding charges at his/her home library may be denied the right to participate in the TexShare Card program.

Participating libraries have agreed to honor the TexShare card. While libraries may implement their own policies and procedures for lending to TexShare borrowers, and may set different lending policies for these categories of users (public, undergraduate student, graduate student, faculty, staff), participants may not establish policies which have the effect of prohibiting use by patrons from any type of TexShare member library (academic or public).



TexShare Card Agreement: Library Responsibilities

- **Lending Policy**

- Each library will maintain on the TexShare Web a current record of privileges and limitations applicable to this Agreement, including collections or types of materials not subject to the borrowing privileges conferred under this Agreement, so a prospective borrower may become acquainted with the regulations of the lending library.

- **Issue and Honor TexShare Cards**

- Eligible borrowers may request from their home library an authorized TexShare Card to present as identification at other TexShare libraries. Libraries may refuse to issue TexShare Cards to borrowers with outstanding charges at their home library or outstanding charges at any other TexShare library.
- Cards and supplies available from Texas State Library and Archives Commission **AT NO CHARGE**
 - TexShare@tsl.texas.gov
 - (800) 252-9386



TexShare Card Agreement: Library Responsibilities - Data

- **Maintain data about Card usage**
 - Number of cards issued to home library's borrowers
 - Number of cards accepted from visitors from other libraries
 - Number of items circulated
 - Number and amount of lost items

This data is collected annually. TSLAC is required to submit the data to the state budget board in order to justify the program's continuance. Libraries that fail to report will be placed on probation; if they fail to report two years in a row, they will be asked to leave the program.



Lending Policies

- Components:
 - Information about the library
 - TexShare Card liaison – will be used for all program contacts and listed on the website
 - Lending Policy elements:
 - Consider both how your patrons will get a TexShare Card to use at another library and how patrons with TexShare Cards from other libraries can use your collections
- Completed Lending Policies are available from Find-A-Library,
<https://www.tsl.texas.gov/texshare/libsearch/index.php>



Lending Policy Elements

- **Library Information**
 - Library Name (required)
 - Lending Policy Phone
 - A generic phone number, such as a Circulation Desk number, is preferred
 - Library Email
 - A generic email such as circulation@library.org is preferred
- **Required Elements:**
 - Obtaining a TexShare Card
 - Using a TexShare Card
 - Loan Policies
 - Fines and Fees
 - Lost Items
 - Billing Information
- **Optional Elements:**
 - Hours of Operation
 - Restrictions and Limitations
 - Renewals
 - Returns
 - Recalls
 - Non-circulating Items:
 - Overdue Reminders
 - Additional information on circulation policies and procedures



Sample Lending Policy



TexShare Card Program Lending Policy Elements



Library Information

Library Name **(required)**

Lending Policy Phone

A generic phone number, such as a Circulation Desk number, is preferred

Library Email

A generic email such as circulation@library.org is preferred

Notes: Element is not applicable, mark it "N/A" unless it is labelled with an asterisk*

Obtaining a TexShare Card*

Information about how your library patrons can obtain a TexShare Card to use at another library. For example, where do they apply? Is other identification required, such as a photo ID? Are there restrictions of who can obtain a TexShare Card?

Example: Patrons at the Somewhere Public Library may request a TexShare Card at the circulation desk during normal business hours. Patrons under 18 must be accompanied by a parent or guardian. Patrons must have had an active borrowing record at Somewhere Public Library for at least six months and have no overdue items, fines, or fees on their account.

Using a TexShare Card*

Information about how visiting TexShare Card holders from other libraries may apply to check out materials from your library, and what ID or materials they may need to present.

Example: TexShare Card holders may apply for a free Somewhere Public Library card at the circulation desk during normal business hours. Patrons under 18 must be accompanied by a parent or guardian. Patrons must present a [Texas drivers license](#) or photo ID and proof of their current address.

Hours of Operation

Hours that your library is open to patrons. You may include a website URL. Do hours change during holiday and intersession periods?

Example: Somewhere Public Library is open Monday through Thursday 10 a.m. to 6 p.m., Fridays and Saturdays 10 a.m. to 7 p.m. We are closed on Sunday. Hours may vary due to holidays and staff training; please check www.somewhere.gov/library/hours for current hours.

Loan Policies*

Circulation policies for visiting TexShare Card holders.

Example: TexShare Card patrons are allowed a maximum of 5 checked out items at any one time. The checkout period for books is two weeks. DVDs and CDs have a checkout period of one week. Materials cannot be checked out if there are any overdue materials, fines, or fees on the account.

Restrictions and Limitations

Any limitations on borrowing or services for visiting TexShare Card users, such as age restrictions. Materials that are not available for borrowing should be listed in the Non-Circulating items section, below.

Example: TexShare Card patrons are not able to use library electronic resources remotely. Use is permitted only from a library guest computer.

Renewals

Instructions for renewing materials checked out by visiting TexShare Card users. For example, renewal in person only, by phone, by e-mail, self-service through your online catalog or library information system.

Example: TexShare Card users may renew items unless they have been recalled by another patron. Renewals will not be allowed within ten days of the TexShare Card expiration date. Items can be renewed online through the patron's account in the library online catalog at <https://catalog.somewhere.gov> or by calling the circulation desk at (000) 000-0000.

Returns

Indicate how materials may be returned. If items can be returned by mail, list the address. For example, to the same desk as checked out; to other designated returns; to remote or 24-hour returns; by mail; etc. Are there categories of materials which have special restrictions on methods of return?

Example: Items may be returned to the library outside book drop, circulation desk, or by first-class mail to:

*Somewhere Public Library
100 Nowhere Road
Somewhere, TX 00000*

Damaged items must be returned to the circulation desk.

Recalls

Explain under what circumstances might an item be recalled by the library. For example, how do you notify a borrower that an item has been recalled? Does the due date or fine rate change upon recall?

Example: Any patron may place a hold on a [checked out](#) item. Items on hold may not be renewed, and items that have been checked out for more than 14 days will be recalled by the library. Recall notices are provided by email, if the patron has a valid email address on file, and by first-class mail. Patrons will be given five days from the notice to return the recalled item.

TexShare

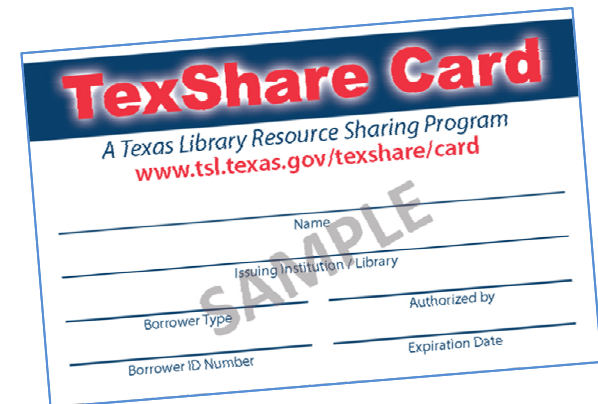


Issuing TexShare Cards

- Issue only to registered patron or staff member at your library
 - Patron must be in “good standing”
 - If you have a probation period, you should not issue cards to patrons on probation
 - Do not issue cards to patrons with unpaid fines
 - You may choose not to issue cards to non-resident patrons
- Fill out card

Typed or legibly hand-written in permanent ink, no corrections or cross-outs

 - Patron Name / Library Name
 - Borrower Type (Faculty, Student, Staff, etc.)
 - Borrower ID Number (barcode)
 - Authorized by (Staff member name or initials)
 - Expiration date (maximum 1 year)
- Patron must sign and date on back





Honoring TexShare Cards

- Borrower must present valid TexShare Card plus appropriate ID
 - Check expiration date
 - Card should not have any corrections or cross-outs
 - Card must be signed and dated by the borrower
- Most libraries ask patron to complete standard card application form
 - Enter patron type as TexShare (depending on system)
 - Use expiration date on card; note patron's home library in record
- No fee for a patron to use a TexShare Card!
- To report a problem or revoke a patron's privileges:
 - Email TexShare@tsl.texas.gov or contact patron's home library



Lost Items

- Borrowers agree to pay fines or any other charges assessed by the lending library, including, but not limited to, charges incurred as the result of late return, damage, or loss of materials.
- Lending libraries must take available and appropriate actions, including timely notification to the home library, to recover payment from delinquent borrowers.
- Home libraries will employ available and appropriate means to recover payment from borrowers if lending libraries are unsuccessful in recovering such charges. Home libraries will take appropriate action with regard to delinquent borrowers, including suspension of privileges extended under this agreement or any other measures deemed appropriate and consistent with local library practice.
 - Send notice to TexShare Card list or TexShare@tsl.texas.gov



Lost Item Reimbursement

- If lending libraries fail to receive payment from borrowers for lost or damaged materials, home libraries will reimburse lending libraries for obligations outstanding longer than six months.
- Reimbursement will cover the cost of materials only.



Keeping Track

- Annual Card Statistics Survey (for State Fiscal Year, Sept. 1 – Aug. 31)
 - How many TexShare Cards did you give out to your library's patrons?
 - How many visitors with TexShare Cards requested borrowing privileges?
 - How many items did you circulate to TexShare visitors from other libraries?
 - How many items did your library lose to TexShare visitors?
 - What was the total dollar value of the materials you lost to TexShare visitors?
 - For the items that your library lost to TexShare visitors who did not return them, how many were paid for by the visitors' home libraries?
 - What is the total amount you received from other libraries in payment for materials you lost to TexShare visitors?
 - How much did you have to pay to other libraries because your patrons used the TexShare Card to check out materials that they did not return?



Keeping Track Suggestions

- Library Catalog
 - Create category for “TexShare Card Patron”
 - Add note for TexShare Cards issued to your patrons; include expiration date, staff member who issued card
 - Add lost items and fines reported by other libraries to patron’s record
 - Be Sure to track “renewals”!
- Paper log
 - Number of TexShare Cards issued to your patrons
 - Fees and lost items reported to patrons’ home libraries (formal invoices after 6 months)
 - Fees paid to other libraries to replace lost items (if any)



TexShare Card Statistics 2019-2020

TEXSHARE CARD STATISTICS 2019-2020	Public	Academic	Medical	Affiliate	TOTAL
# Participating Libraries Reporting	319	127	10	2	458
# Participating Libraries not Reporting	46	10	2	1	59
Number of TexShare Cards issued to patrons	12,463	3,972	34	-	16,469
Number of TexShare Card visitors from other libraries	5,528	1,569	19	-	7,116
Number of items circulated to visitors	339,331	12,001	66	-	351,398
Number of items lost by visitors	19,158	87	-	-	19,245
Value of items lost by visitors	\$ 17,109.86	\$ 7,965.17	\$ -	\$ -	\$ 25,075.03
Number of lost items paid for by visitor's home libraries	140	1,882	-	-	2021.76
Amount received from other libraries for lost items	\$ 406.42	\$ 8,502.66	\$ -	\$ -	\$ 8,909.08
Amount paid to other libraries for lost items	\$ 1,445.94	\$ 102.99	\$ -	\$ -	\$ 1,548.93
OPTIONAL QUESTIONS					
Value of lost items paid for by TexShare Card visitors	\$ 1,531.59	\$ 125.00	\$ -	\$ -	\$ 1,656.59
Estimated costs related to Card program during COVID-19	\$ 3,527.73	\$ 3,975.09	\$ 1.00	\$ -	\$ 7,503.82





Contact TexShare

Contact TexShare with any questions: TexShare@tsl.texas.gov

- Membership, Participation, and Fees:
 - Danielle Cunniff Plumer, dplumer@tsl.texas.gov
- Training and Outreach:
 - texshare@tsl.texas.gov
- Technical Support:
 - Kate Reagor, kreagor@tsl.texas.gov

The TexShare Card Program is made possible by a grant to the Texas State Library and Archives Commission from the U.S. Institute of Museum and Library Services

TexShare