

# TexShare Card Statistics/Report FY2023

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Every year, participating institutions must report usage of the TexShare Card by patrons and visitors. Submission of this information annually is one of the requirements of the program. Usage data is currently being collected for the period September 1, 2022–August 31, 2023 (State Fiscal Year 2023). Please use this form to report your usage, even if your usage was zero. If you are filling out this form before August 31, you may report your current numbers up until the present.

Information included in your response will be used to determine your library's eligibility to participate in a pilot reimbursement grant program to assist libraries with direct, out-of-pocket costs associated with participating in the TexShare Card Program, including the cost of materials lost by TexShare Card patrons and paid for by their home libraries and materials lost by TexShare Card patrons that were not reimbursed by the patrons' home libraries. For more information about the pilot reimbursement grant program, please see <https://www.tsl.texas.gov/texshare/cardgrantFY23>. The recording of an August 9, 2023, webinar with TSLAC staff is also available: <https://www.youtube.com/watch?v=IRiecbYvY0>.

Your usage must be submitted by September 15, 2023, so that we can compile it into our quarterly report to the Legislature. The Legislature uses these numbers to inform its funding decisions. The TexShare Advisory Board also uses the card usage statistics in its strategic planning for the future of TexShare services. As a result, it is very important for us to receive complete reports.

Lending Policies on the TSLAC Find-A-Library application remain hidden by default as we work through some technical issues. You have a chance to update your Lending Policies as part of this survey, but we encourage libraries to provide a minimum of information to patrons on the TSLAC website. Instead, there are fields on the Lending Policy that will link to page(s) on your own website that include information about TexShare Card policies, library hours, and so forth.

Based on your library's accreditation and program participation status, you may be asked to complete up to four survey sections:

1. Report card program participation status
2. Submit program usage information
3. Update library & program contact information
4. Review and update library's lending policies

If your institution did not participate in the program during any part of SFY2023, you should respond only to Section 1. If you would like to re-join the program, please email us at [TexShare@tsl.texas.gov](mailto:TexShare@tsl.texas.gov).

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# TexShare Card Program Participation

In March 2020, the Texas State Library and Archives suspended aspects of the TexShare Card Program Agreement due to the COVID-19 pandemic. On November 1, 2021, the TexShare Card Program re-opened, requiring all participating libraries to resume issuing TexShare Cards and lending to TexShare Card patrons.

Please confirm your institution's participation status so that we can keep our records up to date.

Is your library currently at full operation in the TexShare Card program: both issuing TexShare Cards to patrons and accepting TexShare Card patrons from other libraries?\*

Options:

- Yes - We are both issuing and accepting TexShare Cards
- Yes - We are issuing TexShare Cards and accept all outside patrons as full (non-provisional) library patrons
- No - We do not participate
- Other - Please explain your institution's status:

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# TexShare Card Program Usage Statistics

Please report your library's TexShare Card Program usage during state fiscal year 2023 (Sep 1, 2022–Aug 31, 2023). If you are filling out this form before August 31, you may report your current numbers up until the present. We prefer to have complete information, but we understand that this might not be possible.

Each question is required, and answers must be numeric. If the answer for any question was none, please enter a zero (0). If the answer is unknown, please enter a zero and include a comment.

1. How many TexShare Cards did you give out to patrons of your library, so they could use them at other libraries?\*
2. How many visitors from other libraries used their TexShare Cards to register for borrowing privileges at your library?\*
3. How many items did your library circulate to TexShare visitors from other libraries?\*
4. How many items did your library lose to TexShare visitors who did not return them to you?\*

- 4a. For the items that your library lost to TexShare visitors who did not return them (Question 4), how many were paid for by the visitors themselves?\*
5. What was the total dollar value of the materials your library lost to TexShare visitors from other libraries?  
*Information included in your response will be used to determine your library's eligibility to participate in a pilot reimbursement grant program to assist libraries with direct, out-of-pocket costs associated with participating in the TexShare Card Program.\**
- 5a. What is the total amount your library received from TexShare visitors in payment for materials they lost?  
*Information included in your response will be used to determine your library's eligibility to participate in a pilot reimbursement grant program to assist libraries with direct, out-of-pocket costs associated with participating in the*
6. For the items that your library lost to TexShare visitors who did not return them (Question 4), how many were paid for by the visitors' home library?\*
7. What is the total amount your library received from other libraries in payment for materials you lost to TexShare visitors?  
*Information included in your response will be used to determine your library's eligibility to participate in a pilot reimbursement grant program to assist libraries with direct, out-of-pocket costs associated with participating in the TexShare Card Program.\**
8. How much did your library have to pay to other libraries because your patrons used the TexShare Card to check out materials that they did not return?  
*Information included in your response will be used to determine your library's eligibility to participate in a pilot reimbursement grant program to assist libraries with direct, out-of-pocket costs associated with participating in the TexShare Card Program.\**
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## Library Information and Contacts

### Library Name

Street Address:

Mailing Address:

Main Phone:

Main Email:

Is this information correct?\*

### TexShare Card Program Contacts

Libraries participating in the TexShare Card program may set up to two Card Program contacts: one primary TexShare Card Contact, and an optional alternate TexShare Card contact to serve as a backup to

the primary contact. If no primary contact is selected, the role will default to the Library Director.

TexShare Card Contacts will be responsible for collecting and tracking program usage information throughout the year and submitting this information to the Texas State Library at the end of each state fiscal year. Only established program contacts may update the library's TexShare Card Lending Policies.

### **Primary TexShare Card Program Contact**

The Primary Card Contact on record for your library is:

Name:

Email Address:

The Primary Card Contact will be the staff member typically responsible for submitting the yearly program usage numbers and keeping the lending policies up to date.

### **Alternate TexShare Card Program Contact**

The Alternate Card Contact on record for your library is:

Name:

Email Address:

Having an Alternate Card Contact on record is entirely optional and will be limited to a single person. Alternate Card Contacts are intended as a backup to the Primary Card Contact. TexShare Cards may be requested by any library staff, and not just established contacts.

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# **TexShare Card Program Lending Policies**

Every library that participates in the TexShare Card Program must have a Lending Policy on file with the Texas State Library and Archives Commission. Lending Policies on the Find-A-Library application on the TSLAC website remain hidden by default as we work through some technical issues, but we hope to remedy this soon.

Libraries may make additional changes to their Lending Policies at any time by contacting [texshare@tsl.texas.gov](mailto:texshare@tsl.texas.gov).

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**Review and Update TexShare Card Lending Policies**

The TexShare Card Program lending policies have been simplified to just the key information patrons need to navigate the program. Additional information may be kept on your library website and linked to from TSLAC's website.

Please carefully check each lending policy item and confirm if it is still correct. If you wish to make changes to a section, select "no" and fill in the complete text you wish to see on the Find A Library website. Incomplete policies and updates will be uploaded as-is.

Non-required sections which do not apply to your library may be left blank. Updates submitted here will be displayed on the [Find-A-Library](#) tool when it is operational again.

### **Card Program Questions Contact Information**

*This is the contact information for patrons with TexShare Card-related questions, and will be displayed on the Lending Policy webpage. To avoid bounces due to staffing changes, we encourage using generic email addresses (such as "circulation@library.org") and phone numbers where possible.*

TexShare Card Phone Contact:

TexShare Card Email Contact:

### **Participating Library Locations - Optional**

*If not all branches or library locations in your organization/system participate in the TexShare Card Program, list all library and branch locations where TexShare Card Holders are allowed to visit and access library collections.*

Your current participating library locations are:

### **Obtaining a TexShare Card - Required**

*Detailed instructions for how your library patrons may apply for a TexShare Card to use at another library. Please include any qualification restrictions, wait-periods, and required identification or information to be presented by applicant. If applicable you may also include information such as rules or requirements in place for patrons entering library buildings, the availability of limited-contact or no-contact/online applications, or similar policies.*

Current policy:

### **Using a TexShare Card - Required**

*Detailed instructions for visiting TexShare Card holders from other libraries on how to use their TexShare Card to check out materials from your library. Please include information on where in the library TexShare Card patrons should go to apply for access, and any ID or other materials they will be required to present. If applicable you may also include information such as rules or requirements in place for patrons entering library buildings, or the availability of limited- or no-contact application procedures. Note that a separate section for Loan Policies is required below.*

Current policy:

**Loan Policies - Required**

*Circulation policies that apply to visiting TexShare Card holders.*

Please briefly explain the rules around circulating materials to TexShare Card holders. Examples of things to address include:

- Whether/what digital content (eBooks, eAudiobooks, etc) may be checked out by TexShare Card holders.
- Limits on the number and types of materials that may be checked out.
- Collections/sections that are not available for checkout by TexShare Card holders

We hope that libraries will keep a more detailed TexShare Card Policies section on their library websites. There is an additional field (see below) to provide a URL to a page on your website with the full policy.

Current loan policies:

**TexShare Card Policies Website URL - Recommended**

*Having a place on your website to explain your current TexShare Card policies to patrons and visitors is highly recommended.*

Current URL:

**Library Locations and Service Hours URL - Required**

*A page on your library website that has a section for library location information and hours of operation, or similar pertinent visitor information, is now required for all libraries participating in the TexShare Card Program.*

Current URL:

**Notes, Comments, Additional Information - Optional**

*Any other information TexShare Card users or applicants might need to know*

Current Notes, Comments, and Additional Information:

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**Survey Taker Information**

Please enter your name and email address so that we can contact you in case of questions.

Full Name\*:

Email Address\*:

We welcome any additional information about the TexShare Card Program and reports of issues that your library may have experienced. You may email additional comments to [texshare@tsl.texas.gov](mailto:texshare@tsl.texas.gov).