



TEXSHARE POLICY

TexShare is a cooperative borrowing program among academic libraries in Texas.

SPC/SWC BORROWERS FROM TEXSHARE LIBRARIES:

TexShare resource sharing is meant to supplement materials found in the collections of the Alamo Community College District (ACCD) Learning Resource Centers.

Who is Eligible?

Only eligible St. Philip's College students, faculty, staff and administrators showing valid photo ID, and a current St. Philip's College issued TexShare card may borrow materials from TexShare libraries. We do not issue TexShare Cards to community patrons. Continuing Ed. students enrolled in a job-related certification program may be eligible for a TexShare card.

Anyone who is blocked from borrowing in the ACCD library system will be denied borrowing privileges through the TexShare Card Program.

What libraries participate?

Not all college and university libraries in Texas participate in all the TexShare Programs. Visit the TexShare web page at <http://www.texshare.edu/generalinfo/about/programs.html> for the current list of participating libraries.

What are the borrower's obligations to the lending library?

Before going to another library, check this same web site under "Library Lending Policies". The borrower is expected to abide by the policies of the lending libraries.

Administrators, faculty, staff, and students are responsible for any financial obligations incurred at the lending library.

TexShare Cards issued by SPC/SWC:

SPC/SWC issued cards expires two weeks before the end of the semester issued. If not used within the valid period, the patron must return to the LRC to be issued another card.

Procedure for Obtaining a TexShare Card

1. Obtain and sign the TexShare card at the SPC/SWC circulation desk. This constitutes the agreement specifying the privileges and obligations associated with participation in the program and the understanding that the borrower will comply with the terms and conditions of participation set out in the borrower's agreement.
2. Remember, SPC/SWC issued cards are valid for two (2) weeks from day of issuance. If they are not used within that two week period, you must return to the LRC to be issued another card.
3. Present appropriate photo ID and you must have a current patron record in the library system. (A current, validated SPC/SWC student, staff or faculty ID may be required by the lending library).
4. The library technician will check your patron record on the library's automation system to see that it is clear of overdues and fines. All patron records in all categories (student, staff, faculty, administration) must be clear of overdues and fines in order to be issued a card.

TEXSHARE POLICIES AND PROCEDURES:

SPC/SWC BORROWERS RESPONSIBILITIES TO OTHER LIBRARIES:

Know and observe the regulations of the lending libraries

Return materials to the lending library, not to the SPC/SWC LRC. Some libraries may allow you to return items by mail. Check with the lending library on how to do this.

Return materials immediately if recalled by the lending libraries.

Pay fines or any other charges assessed by the lending library, including but not limited to, charges incurred as a result of late return, damage, or loss of materials. Surrender the TexShare Card to library staff at either the borrowing or issuing library, if requested.

PATRONS FROM OTHER INSTITUTIONS BORROW FROM SPC/SWC:

We will extend borrowing privileges to any current TexShare Card holder. TexShare Cards are issued from the borrower's home institution. By signing the TexShare Card, borrowers have agreed to comply with St. Philip's College LRC lending policies.

Valid TexShare Card Required:

All TexShare borrowers must show the valid TexShare Card as well as some type of official photo ID. They will also be required to provide their Social Security number. Before materials can be checked out, a TexShare Patron Registration Card must be filled out and signed on the back by the patron. The signature indicates the reading of and acceptance of the LRC rules.

Borrower's obligations to SPC/SWC:

Materials must be returned to the St. Philip's College LRC Circulation desk, Northeast Campus LRC Circulation desk or the St. Philip's College Southwest Campus LRC Circulation desk.

Borrowers accept responsibility for any financial obligations incurred, including but not limited to fines for materials returned past the due date, damaged or lost materials, fees and replacement costs.

Patrons who have lost or overdue materials or fines will not be allowed to check out additional materials until they are cleared by the Circulation staff. Fines, fees, and other charges must be paid in cash at the circulation Desk.

ITEMS LOANED TO TEXSHARE PATRONS:

Number of items loaned:

Up to a total of 4 items may be checked out at any one time.

There is a limit of 2 audio-visual items checked out at one time.

Circulation and Renewals:

Books circulate for two weeks.

Audio-visual materials circulate for one week.

Items may be renewed once but the patron must bring each item to the LRC in order to renew it.

Overdue materials may not be renewed.