

# Unger Memorial Library

## Policies & Procedures

### Circulation Rules

(July 30, 1990; rev. December 11, 2001; rev. February 12, 2013; rev. October 11, 2016)

Most library materials circulate for two weeks (i.e., 14 days) possibly more if the due date falls on a holiday. Reference and genealogy books and any microform materials may not be borrowed but are designated for in-library use only.

- **Books**

There is no limit to the number of juvenile fiction, easy books, paperbacks (adult or juvenile), or adult fiction books which may be borrowed at one time. However, excessive quantities may be limited.

Juvenile and adult non-fiction book circulation will be limited to 3 books in any one 3-digit Dewey classification in each (adult and juvenile) section per borrower's card.

- **DVDs**

DVDs may be checked out for one week, limited to a maximum of three DVDs checked out per card.

- **Audiobooks**

Most audio materials (books on CD, also called audiobooks; read-alongs for the picture book and CD combinations located in the juvenile collection) may be checked out for two weeks at a time.

- **Periodicals**

Magazines—but not newspapers—may be checked out for overnight use with the following restrictions:

- The current issue may not be checked out.
- There is a limit of three magazines per card at one time.
- Only paper copies (i.e., not microform) may be checked out.

- **Kindles**

Kindles circulate for two weeks just like the books they are replacing. Since they are valued at \$100 (including the price of the ebook) the late fine is greater (see Overdues policy).

- **Other library materials** may not be borrowed, i.e., removed from the library.

- **Interlibrary loan**

Circulating times for interlibrary materials vary depending on the date set by the lending library. Please see the selection on Interlibrary Loan for the circulation rules for materials borrowed from other libraries.

- **TexShare borrowing rules**

TexShare is a cooperative venture among all types of libraries in Texas which allow patrons at one library to borrow materials from another library which participates in the TexShare program. A patron's home library issues a TexShare card for a period of one year. This card must be used in conjunction with the patron's regular library card at the foreign library. Patrons must follow the rules of the lending library.