I. PURPOSE

1.01 The Alkek Library lends materials to its students, faculty, and staff as a matter of course. In addition, it grants borrowing privileges to certain categories of non-university users subject to commitments to the demands of the University community and subject to its responsibility for adequate control of the library collection. The purpose of this OL is to outline services to be provided to non-university users and the regulations under which those services are administered.

1.02 Services available to non-university users include:

- On-site use of the library’s collections
- On-site use of most electronic databases
- Reference services (excluding in-depth research)
- Lending materials (details in this OL)
- Use of the computer lab (priority given to Texas State students; see LB/OL 07.03)

II. DEFINITIONS

2.01 For the purpose of this OL, materials refers to books in the general collection, circulating government documents, and open-shelf audiovisual items. Equipment may not be checked-out.

2.02 Access to most databases is available to anyone from workstations located in the library building. However, remote access is generally restricted to university-affiliated users.
2.03 Special permission materials include reference books, periodicals, microforms, and books stamped "Not To Be Taken From The Library."

2.04 TexShare is a statewide cooperative program of public libraries, academic libraries, and libraries of clinical medicine. The TexShare card program is a reciprocal borrowing program which allows the registered users of participating institutions to directly borrow materials from the libraries of other participating institutions. It is a fee-free alternative for eligible patrons of other libraries within the state of Texas.

III. FEES, PRIVILEGES, AND OBLIGATIONS

3.01 Library Card and Fee

A. A non-university user may be issued a library card and/or pay a $25.00 annual fee, dependent upon the category to which (s)he belongs:

<table>
<thead>
<tr>
<th>Non-University User Category</th>
<th>Library Card?</th>
<th>$25.00(\text{ Annual fee})</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Retired faculty and staff</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>B. Spouses of current or retired faculty and staff</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>C. Former Texas State students who are not Alumni Association members</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>D. Alumni Association members</td>
<td>No(^2)</td>
<td>No</td>
</tr>
<tr>
<td>E. Texas State Parents’ Association members</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Category</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>-----</td>
<td>----</td>
</tr>
<tr>
<td>F. School teachers and staff at hospitals, treatment centers, and government agencies in the San Marcos area</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>G. Residents of Hays, Comal, Caldwell, and Guadalupe counties</td>
<td>Yes³</td>
<td>Yes</td>
</tr>
<tr>
<td>H. Participants in educational programs sponsored by Texas State or its departments</td>
<td>No⁴</td>
<td>No</td>
</tr>
<tr>
<td>I. TexShare library patrons</td>
<td>Yes⁵</td>
<td>No</td>
</tr>
<tr>
<td>J. Non-constituent users who pay a temporary deposit of $50.00 per circulated item</td>
<td>No</td>
<td>No⁶</td>
</tr>
</tbody>
</table>

1. Borrowers who have previously paid a $10.00 deposit may apply it toward their first annual fee (see 3.01 B. below).

2. Alumni Association members will use their current Texas State Alumni Association member card.

3. Residents of Hays, Comal, Caldwell, and Guadalupe counties are required to present an ID card at time of application.

4. A roster of the participants will be kept at the Circulation Desk.

5. TexShare borrowers will use their school or other ID and TexShare library card.
The deposit will be kept at the Circulation Desk for 14 days only. If materials are not returned after 14 days, the money will be turned in to the University Accounting Office.

B. In November 2002, the non-university borrower policy was changed. Previously there was a $10.00 deposit for non-university borrowing privileges. That has been replaced by a $25.00 annual fee. Borrowers who had previously paid the $10.00 deposit may apply that amount to the first annual fee or request a refund if they choose to forfeit borrowing privileges. No notification of this change of policy will be sent to borrowers who are currently in the system. Instead, a note will be added to their records so that the first time such a borrower wishes to check out materials, staff will know to apprise him/her of the change in policy (see Attachment A). The patron will be allowed to borrow materials at that time only. Thereafter s/he must pay the $25.00 fee or forfeit borrowing privileges.

C. Persons with no Texas State University affiliation may qualify for a TexShare card from their local public library (check for participating libraries at http://www.texshare.edu/generalinfo/about/programs.html). Circulation staff will offer this option when non-university borrower privileges are requested.

D. Application for a TexShare card may be made at either the Alkek Library Circulation Desk or at Round Rock Higher Education Center Library Services. Application for all other non-university user types must be made at the Alkek Library Circulation Desk.

E. Exceptions may be made by the Assistant Vice President, University Library.
3.02 **Loan Periods and Number of Loans**

<table>
<thead>
<tr>
<th>Material</th>
<th>Loan Period</th>
<th># of Loans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books¹</td>
<td>TexShare faculty – 4 weeks</td>
<td>Retired Texas State faculty – maximum of 100</td>
</tr>
<tr>
<td></td>
<td>All others - 2 weeks</td>
<td>All others – 4 at any one time</td>
</tr>
<tr>
<td>Open Shelf Audiovisuals</td>
<td>Not loaned to TexShare Borrowers</td>
<td>2 items</td>
</tr>
<tr>
<td></td>
<td>All others – 1 week</td>
<td></td>
</tr>
<tr>
<td>Special Permission Materials</td>
<td>See authorized staff member</td>
<td>Subject to the discretion of authorized staff member</td>
</tr>
<tr>
<td>Wittliff Collections/University Archives</td>
<td>Room use only</td>
<td></td>
</tr>
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¹Books with accompanying software which are housed in the regular circulating collection may be checked out without special permission.

3.03 **Renewal**

Items not in demand may be renewed at the end of the loan period. Renewal of special materials must be approved by an authorized staff member. TexShare borrowers may not renew any materials.

3.04 **Requests**

Non-university users are not allowed to place requests.

3.05 **Interlibrary Loan and Cooperative Circulation Programs**

Non-university users are not eligible for interlibrary loan, document delivery, or cooperative circulation programs. Interlibrary loan services and TexShare cards may be available through public libraries. Exceptions may be made by the Assistant Vice President, University Library.

3.06 **Notices**

As a reminder, the library will send a courtesy notice a few days before items are due. One overdue notice and a final overdue
notice in the form of a bill will be sent. The library is not responsible for late or non-delivery of the notices.

3.07 **Fines, Charges, Lost and Damaged Materials**

Fines for non-university borrowers are the same as those which apply to Texas State undergraduate students except for the following who pay no fines:

- retired faculty and staff
- spouses of faculty and staff
- members of the Texas State Parents’ Association.

However, all non-university borrowers, including TexShare card holders, must pay for lost and damaged materials.

3.08 **Suspension of Borrowing Privileges**

If a non-university borrower has overdue, lost, or damaged materials or fines or charges, borrowing privileges will be suspended until the materials are returned or payment is made for damage or replacement of materials. TexShare cards may be withheld in addition to the suspension of borrowing privileges.

### IV. REVIEW

4.01 This OL will be reviewed and updated every fifth year beginning in 2014 by the Circulation Librarian.

4.02 It is the responsibility of each person affected by this OL to devise job procedures and/or other appropriate methods for carrying out its instructions.

### V. ATTACHMENT(S)

5.01 Attachment A – Non-University Borrower Policy handout to be given to persons who wish to be registered as non-university borrowers.
VI. APPROVAL

5.01

Leslie Fatout, Circulation Librarian

Date

5.02

Joan L. Heath, AVP, University Library

Date
Non-University Borrower Policy  
Albert B. Alkek Library  
Texas State University-San Marcos  

Alkek Library’s policy for granting borrowing privileges to persons who are not currently students, faculty, or regular staff at Texas State:

1. There is an annual fee of $25.00 for:
   - former Texas State students who are not Alumni Association members
   - members of the Texas State Parents Association
   - school teachers and staff at hospitals, treatment centers, and government agencies in the San Marcos area
   - residents of Hays, Comal, Caldwell, and Guadalupe counties.

2. Borrowing privileges will expire one year after the fee is paid. No notice will be sent.

3. After borrowing privileges expire, you may pay the $25.00 fee at any time and renew borrowing privileges for another year as long as you have no overdue items and no unpaid fines.

4. The following are eligible for non-university services with no annual fee:
   - retired Texas State faculty and staff
   - spouses of current and retired faculty and staff
   - Texas State Alumni Association members
   - Participants in educational programs sponsored by Texas State or its departments

5. Individuals not included in #1 or #4 above may pay a deposit of $50.00 per circulated item.

For the complete policy on Services to Non-University Library Users, see Library Operating Letter 06.04 (http://alkek.library.txstate.edu/admin-serv/lib-ol/nonuniv-users.pdf)

**TEXSHARE CARD**

Alternatively, you may check with your local public library to see if you are eligible for a TexShare card. The TexShare Card program is designed to allow the registered users of participating institutions to directly borrow materials from the libraries of other participating institutions. San Marcos and Austin Public Libraries participate in the card program. A complete list is available on the worldwide web at http://www.texshare.edu/generalinfo/about/publiclibraries.html
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