

**LIBRARY ADVISORY BOARD
AGENDA
BOARD OF DIRECTORS - REGULAR MEETING
October 12, 2015
LIBRARY BUILDING, 316 W THIRD ST

REGULAR SESSION - 5:30 PM**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES OF PREVIOUS MEETING Review and approve minutes from regular April 13, 2015 meeting

- A. Review and approve minutes from regular meeting on April 13, 2015

IV. VISITOR/CITIZENS FORUM

At this time, any person with business before the Library Advisory Board may speak to the board. All comments must be directed towards the Chair, rather than individual commissioners or staff. All speakers must limit their comments to subject matter relating to the board. No formal action can be taken on these items.

V. REGULAR ITEMS Review interlibrary Loan policy

- A. Review and revise Interlibrary Loan Policy as necessary.

VI. REPORTS/ANNOUNCEMENTS

VII. ADJOURNMENT

In compliance with the Americans with Disabilities Act, the City of Kennedale will provide for reasonable accommodations for persons attending City Council meetings. This building is wheelchair accessible, and parking spaces for disabled citizens are available. Requests for sign interpreter services must be made forty-eight (48) hours prior to the meetings. Please contact the City Secretary at 817.985.2104 or (TDD) 1.800.735.2989

CERTIFICATION

I certify that a copy of the October 12, 2015, Library Advisory Board agenda was posted on the City Hall bulletin board next to the main entrance of the City Hall building, 405 Municipal Drive, of the City of Kennedale, Texas, in a place convenient and readily accessible to the general public at all times and said agenda was posted at least 72 hours preceding the schedule time of said meeting, in accordance with Chapter 551 of the Texas Government Code.

Gwen Bevil, Library Director



STAFF REPORT TO THE BOARD OF DIRECTORS

Date: October 12, 2015

Agenda Item No: MINUTES OF PREVIOUS MEETING - A.

I. Subject:

Review and approve minutes from regular meeting on April 13, 2015

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

IV. Recommendation:

Approve

Approve with changes

V. Attachments:

1.	Library Board Minutes 04/13/2015	BoardMinutesApr2015.doc
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Kennedale Public Library

Library Board Meeting Minutes

April 13, 2015

I. Call to order

Chairman Rebecca Clark called the meeting to order at 5:31 pm.

II. Roll Call

Members present and signed in: Gwen Bevill, Library Director; Rebecca Clark, Chairman; Sharon Dehnel; Shirley Jackson; Elaine Brower

Members Absent: Don Rawe

III. Minutes for Previous Meeting

The members reviewed the minutes from the January 12, 2015 meeting. **Motion** To approve, **Action** Approve, **Moved By** Sharon Dehnel, **Seconded By** Elaine Brower. Motion Passed Unanimously.

IV. Visitor/Citizens Forum

There was no one waiting to address the board.

V. Regular Items

A. *Discuss Computer Use Policy*

The members reviewed the **Computer Use Policy** and made necessary “housekeeping” changes.

VI. Reports/announcements

A. *Update the board on current consortium memberships.*

Gwen updated board on the Arlington Kennedale Mansfield Library Partnership and the progress on the new online reservation and Summer Reading Club portal with our current consortium and the Grand Prairie Public Library. She told them that Arlington had applied to the state library for another grant to provide Literacy kits for each of the four public libraries. This grant has not been awarded yet.

VII. Adjournment

Motion To adjourn, **Action** Adjourn, **Moved By** Sharon Dehnel, **Seconded By** Elaine Brower. Motion Passed Unanimously.

The meeting was adjourned at 5:54 pm. Next meeting was set for October 12, 2015 at 5:30 pm.

APPROVED:

Chairman Rebecca Clark

ATTEST:

Gwen Bevill, Library Director



STAFF REPORT TO THE BOARD OF DIRECTORS

Date: October 12, 2015

Agenda Item No: REGULAR ITEMS - A.

I. Subject:

Review and revise Interlibrary Loan Policy as necessary.

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

IV. Recommendation:

Approve

Approve with changes

V. Attachments:

1.	Interlibrary Loan Policy	InterLibrary Loan Policy.pdf
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Kennedale Public Library

Interlibrary Loan Policy

Interlibrary Borrowing:

Users

All Kennedale Public Library cardholders may request interlibrary loans after six successful in-library transactions. A responsible check-out history must be developed. Failure to pick up requested interlibrary loan materials may result in the loss of interlibrary loan privileges.

How to submit a request:

Patrons must submit an interlibrary loan request in person or online.

What can be borrowed:

Books, audios, videos, articles and photocopies from materials may be requested. Some requests may not be filled due to high demand, inability to locate or rarity of item. A patron may order no more than three items at any one time from interlibrary loan.

Loan period:

The loan period is designated by the lending library.

Fees:

There is no fee for a typical interlibrary loan. If the lending library charges a fee for a certain item, the patron requesting the item will be notified prior to filling the request.

Lost and overdue charges:

Lost, damaged, or stolen interlibrary loans are subject to the lending library's rules and regulations. Upon notice that an interlibrary loan cannot be retrieved, the person in charge of interlibrary loans will contact the lending library as to the charge of said material. Charges for lost or damaged materials, as well as overdue charges for any interlibrary loan, are the responsibility of the borrower and will be added to the patrons library card account if the lending library requires the Kennedale Public Library to make immediate restitution.

Renewals:

Patrons must give one week's notice if wishing to renew their loan. No renewals can be made unless the library has been given proper notice. No renewals can be made on Fort Worth Library materials and certain other designated interlibrary loan materials.

Interlibrary Lending:

Users

The Kennedale Public Library will loan materials to all Texas libraries. All individuals wishing to borrow an item from our collection must initiate their request through their home library.

How to submit a request:

Texas libraries may submit requests by mail, fax, e-mail or online.

What can be borrowed:

The library endeavors to make available the broadest range of materials for interlibrary loan, with the following exceptions: reference materials and newspapers. The library

also reserves the right to refuse to lend materials (such as local histories, rare materials or other items as determined by the librarian) or to ask a borrowing library to restrict use of materials lent. A patron may order no more than three items at any one time from the Kennedale Public Library as an interlibrary loan.

Loan Period:

Items will be checked out for eight weeks. This allows for two weeks transit time, time to contact the patron, a two week check out to the patron and two weeks for return transit. If an item is not on reserve for another person, the item may be renewed for two additional weeks. There is a limit of two renewals.

Fees:

The Kennedale Public Library does not charge for lending materials.

Lost or damaged interlibrary loan materials:

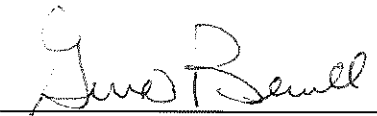
The Kennedale Public Library will assess a fee on a lost or damaged item equal to the replacement cost of the item if lost or repair cost if damaged, plus a \$5.00 processing fee. The borrowing library is responsible for the payment of this fee.

Photocopies:

Up to 5 pages will be provided, with copyright limits. Charges for photocopies are set by City Council. Materials will be photocopied from the hard copy or microfilm.

Effective Date 9/10/12 (adopted 01/12/09; revised 07/09/12)

Approvals:



Library Director



Library Advisory Board Representative