

**LIBRARY ADVISORY BOARD
AGENDA
BOARD OF DIRECTORS - REGULAR MEETING
July 9, 2012
LIBRARY BUILDING, 316 W THIRD ST
REGULAR SESSION - 4:30 PM**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES OF PREVIOUS MEETING

- A. Review minutes for approval

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

- A. Review and sign InterLibrary Loan Policy
- B. Review and revise the TexShare Card Policy

VI. REPORTS/ANNOUNCEMENTS

- A. Update the board on current consortium memberships
- B. Update the board on the summer programs.

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 Amethyst Cirimo, City Secretary, at 817.985.2104 or (TDD) 1.800.735.2989

CERTIFICATION

I certify that a copy of the July 9, 2012, 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



Date: July 9, 2012

Agenda Item No: MINUTES OF PREVIOUS MEETING - A.

I. Subject:

Review minutes for approval

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

IV. Recommendation:

V. Attachments:

1.	June 2012 Minutes	BoardMinutesJun2012.doc
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Kennedale Public Library

Library Board Meeting Minutes

June 11, 2012

I. Call to order

As Chairman Rebecca Clark was absent, the members present asked Don Rawe to act as chairman and he called the meeting to order at 4:39 pm.

II. Roll Call

Members present and signed in: Elaine Brower, Sharon Dehnel, Don Rawe, Shirley Jackson and Library Director, Gwen Bevill

Members Absent: Rebecca Clark, chairman and Rebekah Brown, new member

III. Minutes for Previous Meeting

The members review the minutes from the November 14, 2011 meeting. No corrections were presented. **Motion** To approve, **Action** Approve, **Moved By** Elaine Brower, **Seconded By** Shirley Jackson. Motion Passed Unanimously.

IV. Visitor/Citizens Forum

There was no one waiting to address the board so Library Director, Gwen Bevill, introduced the one visitor as Stephanie Brown, an intern for the summer at the Kennedale Public Library. Stephanie wanted to observe an advisory board in order to meet one of her final degree requirements.

V. Regular Items

A. Review and sign Computer Use Policy

As the board reviewed the revised Computer Use Policy, Sharon Dehnel suggested adding that patrons should be in good standing before being allowed to use the public computers. All of the members present thought this would complete the policy so asked Gwen to add it under Section V. General Use Requirements subsection C. **Motion** To approve with corrections, **Action** Approve, **Moved By** Sharon Dehnel, **Seconded By** Elaine Brower. Motion Passed Unanimously to accept the revisions. Library Director will contact Chairman Rebecca Clark for signatures after corrections are made.

B. Review and revise Interlibrary Loan Policy

Before reviewing the Interlibrary Loan Policy, Don Rawe asked for an explanation of how this was different from other ways that patrons borrowed from libraries other than the Kennedale Public Library. Gwen Bevill then explained that patrons could place holds using the online catalog and if the item belonged to a consortium library other than their home library, then the owing library would ship the item to Kennedale by using the courier that visited twice a week. Patrons could also request a TexShare card if they were in good standing and thus visit a library that accepted the cards and use the library according to the rules established by that library, including checking out inventory from the TexShare Library. Gwen then informed the board that the Arlington Public Library had withdrawn from this program and would no longer accept TexShare cards but Fort Worth was still accepting visiting TexShare card holders. Now Gwen explained that the Interlibrary Loan program borrowed material from libraries outside of the Evergreen (automation) consortium (North Texas Library Consortium) and did not require patrons to obtain a TexShare card.

By using the online OCLC Navigator program as set up the Texas State Library for Interlibrary Loans, the program first looks for the material in libraries closest to Kennedale, then it requests the material from other libraries in Texas and finally if the item is not available in Texas, the request is sent out into the world to see if it can be filled for the patron. With this explanation of how the different ways of borrowing from other libraries works, the members reviewed the current Interlibrary Loan Policy. It was suggested that Gwen add the words online to How to Submit a Request and add that a person should be in good standing before being allowed to request an Interlibrary Loan. Interlibrary Loans to patrons of other libraries will also be restricted to the same number of three items that our own patrons can order. **Motion** To approve with revisions, **Action** Approve, **Moved By** Sharon Dehnel, **Seconded By** Elaine Brower. Motion Passed Unanimously to accept the revisions.

VI. Reports/announcements

A. Update the board on current consortium memberships.

Library Director, Gwen Bevill updated the board on the automation consortium (North Texas Library Consortium) and how it has handled the loss of one member, Crowley Public Library, and how it has handled the gain of one member, Justin Public Library. She noted that this group works extremely well together and has now moved its servers into a facility in north Fort Worth with various staff from member libraries who have taken it upon themselves to do updates and problem solving as necessary.

Gwen then updated the board on our newest consortium membership, North Texas on the Go (Overdrive). This membership has been live since December and is being paid for by the Friends of the Library-Kennedale (FOLK) for two years while the community decides if it likes the new program. She told the board that the city manager has agreed to add this annual cost of \$3,000 to the library budget if the program shows favor with the library patrons. She also made note of the various problems with this consortium and their relationship to Overdrive and also told them that North Texas Library Partners (NTLP) and Fort Worth are researching a digital consortium that might prove a better solution for Kennedale in the future.

VII. Adjournment

Motion To adjourn, **Action** Adjourn, **Moved By** Elaine Brower, **Seconded By** Shirley Jackson. Motion Passed Unanimously.

The meeting was adjourned at 5:35 pm.

APPROVED:

Chairman Rebecca Clark

ATTEST:

Gwen Bevill, Library Director



Date: July 9, 2012

Agenda Item No: REGULAR ITEMS - A.

I. Subject:

Review and sign InterLibrary Loan Policy

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

IV. Recommendation:

V. Attachments:

1.	InterLibrary Loan Policy	Interlibrary Loan Policy.doc
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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 _____ (adopted 01/12/09; revised 06/11/12)

Approvals:

Library Director

Library Advisory Board Representative



Date: July 9, 2012

Agenda Item No: REGULAR ITEMS - B.

I. Subject:

Review and revise the TexShare Card Policy

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

IV. Recommendation:

V. Attachments:

1.	TexShare Card Policy	TexShareCard.doc
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Kennedale Public Library TexShare Library Card Policy

What is a TexShare Library Card?

A TexShare Library Card is intended to expand the resources of the libraries of Texas but not to substitute for the home library where a patron lives. It allows patrons to have direct access to books and other library materials that aren't available at the local home library.

Who is eligible for a TexShare Library Card from the Kennedale Public Library?

A person requesting a TexShare Library Card must be at least 18 years old and hold a current library card in good standing from The Kennedale Public Library. The TexShare Card is a privilege for those who have proven that they can use library services in a responsible manner.

How does a person apply for a TexShare Library Card?

Any patron, who is at least 18 years old, holding a current library card in good standing from the Kennedale Public Library, may request an application for a TexShare Library Card. The patron must have held a library card from the Kennedale Public Library for at least six months or have at least six successful transactions without any outstanding fines, damages, or lost materials. Exceptions may be made at the library staff's discretion.

How does the TexShare Card work at participating libraries?

The person holding a valid TexShare Card will present the card along with other identification as required by the participating library where he/she is visiting in order to borrow library materials.

What does a TexShare patron do with borrowed materials once they are due?

All materials must be returned to the lending library and not the library where the TexShare Library Card was issued.

Who is responsible for fines, damages, or lost materials?

The patron who checks out the material is responsible for all fines, fees, damages, or cost of lost material at the lending library.

Expiration date of TexShare Card:

Each TexShare Card will expire six months from date issued by The Kennedale Public Library.

What is the responsibility of the Kennedale Public Library if borrowed materials are not returned to the lending TexShare library or fines are not paid by the TexShare Library Card patron?

When the lending TexShare library notifies that one of the patrons with a TexShare Library Card issued by the Kennedale Public Library has not returned borrowed material or has unpaid fines, the Kennedale Public Library will notify the borrower of the overdue items, or unpaid fines, date the overdue material was due, and that all borrowing privileges have been suspended until the situation is resolved. The lending library will notify the Kennedale Public Library if the items are returned or payment has been

Kennedale Public Library
TexShare Library Card Policy

received for them. If the items still have not been returned or payment received after six months, the Kennedale Public Library must pay the lending library for the lost items and will pursue collection from the borrower.

What are the restrictions on a TexShare Library Card patron?

A person holding a TexShare Library Card will be responsible for complying with all library policies at the TexShare library they are visiting.

What are the restrictions on patrons using a TexShare Library Card at The Kennedale Public Library?

There are no special restrictions on TexShare Library Card patrons visiting the Kennedale Public Library. TexShare patrons will adhere to the same policies and restrictions as regular card holders.

Effective Date _____ (adopted 01/12/09)

Approvals:

Library Director

Library Advisory Board Representative



Date: July 9, 2012

Agenda Item No: REPORTS/ANNOUNCEMENTS - A.

I. Subject:

Update the board on current consortium memberships

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

IV. Recommendation:

V. Attachments:



Date: July 9, 2012

Agenda Item No: REPORTS/ANNOUNCEMENTS - B.

I. Subject:

Update the board on the summer programs.

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

IV. Recommendation:

V. Attachments: