



Main Library | 1100 7th Street, Bay City, Texas 77414 | P (979) 245-6931 | F (979)-245-2614  
Sargent Branch | 20305 FM 457 | P(979)476-1335 | F (979) 318- 3695  
[www.baycitytxlib.org](http://www.baycitytxlib.org)

## Texshare Library Card Program Information

### Library Information

Library Name: Bay City Public Library  
Lending Policy Phone: 979-245-6931  
Library Email: [library@cityofbaycity.org](mailto:library@cityofbaycity.org)

### Participating Library Locations

Obtaining a TexShare Card or first-time visiting TexShare Card holders must register at the Main Branch.

Materials at both the Main Branch and Sargent Branch become available for checkout as noted in this policy once a BCPL TexShare account has been created.

### Obtaining a TexShare Card\*

Patrons at the Bay City Public Library may request a TexShare Card at the circulation desk of the Main Branch during normal business hours. Patrons under 18 must be accompanied by a parent or guardian. Patrons must have had an active borrowing record at BCPL for at least six months and have no overdue items, fines, or fees on their account and show a history of paying any fines or fees in a timely matter.

### Using a TexShare Card\*

TexShare Card holders may apply for a free Bay City Public Library TexShare card at the circulation desk of the Main Branch during normal business hours. Patrons under 18 must be accompanied by a parent or guardian. Patrons must present a Texas drivers license or photo ID and proof of their current address.

### Loan Policies\*

TexShare Card patrons are allowed a maximum of 4 checked out items at any one time. The checkout period for books and audios is two weeks. DVDs have a checkout period of one week. Items not available for checkout by TexShare Card Patrons include digital collections (eBooks, eAudiobooks, streaming media), online resources, hotspots, equipment, and reference books (including items from the local history and genealogy room). Materials cannot be checked out if there are any overdue materials, fines, or fees on the account.

### TexShare Card Policies Website URL

<https://www.cityofbaycity.org/472/Policies>

### Library Locations and Service Hours URL

<https://www.cityofbaycity.org/237/Locations>



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### **Additional information on circulation policies and procedures (Optional)**

**Fines & Fees:** Bay City Public Library patrons who obtain a TexShare Card are subject to the fines and fees of the library in which they visit. Visiting TexShare Card holders to Bay City Public Library are subject to the fines and fees established by the City of Bay City.

#### **Visiting TexShare Card Holders:**

**Returns:** Returns may be made at the Circulation Desk, the outdoor book return, or by mail. Mailed items must be postmarked by the due date.

**Overdues:** Reminders are given by phone, email, or general mail.

**Lost items:** Items are considered lost when item is 30 past due and all attempts have been made to recover. Charge for item is based on value/replacement cost of item.

**Billing:** Payments for fines are due upon return of overdue item. Payments for lost or overdue books are to be made at the library or by mail if arrangements have been made. If fine or other penalty is not paid privileges will be suspended until reparation is made.

**Revocation of Card:** Visiting TexShare Card holders may lose privileges if account is habitually overdue or fines & fees are not paid in a timely manner.