

Circulation Policy

Account Types:

1. Regular: Hood County Resident with Hood County mailing address and Texas I.D.
 - Check out limit: 10 items, 10 media items per household.
 - Can access E-services.
 - Can renew items over the phone or online.
2. Temporary: Hood County mailing address with out of state I.D. or I.D. with different mailing address.
 - Check out limit: 2 items.
 - Cannot renew items over the phone, has to come in person.
3. Non-Resident: Non-Hood County mailing address with a Texas I.D.
 - Check out limit: 5 items, 10 media items per household (if on another account, still 5 items per account).
 - Cannot access E-services.
 - Can renew items over the phone or online.
4. Teen Account: Minors 16 and 17 years old who are unable to parent signature
 - Check out limit: 3 items
 - Can access E-services
 - Can renew items over the phone or online.

Registration and Accounts

1. Individuals ages eighteen (18) and over must have two (2) forms of identification to register for a library card:
 - A Texas Government photo issued I.D (driver's license, etc.) or United States Military I.D.
 - Digital or physical proof of residency (from an official document, such as: voter registration; utility or phone bill; insurance card; rental agreement; etc.).
2. New cardholders will be limited to two (2) items on their initial checkout.
3. To protect the user, their library card or driver's license/ID is required to check out material.
4. Using another patron's library card is prohibited except in the case where a parent or caretaker is using their card for their own minor child(ren) or other family member and a note must be inserted into the patron's account.
5. Patrons take responsibility for all material checked out on their card even if they are using their card to check out items for others.

6. Minor children (15 and younger) may have their own card and the same restrictions that apply to adults will also apply to them. Children must have the signature of a parent or legal guardian to be issued a card. The adult must meet the requirements noted above. The parent or legal guardian will be responsible for all items checked out on their children's account.
7. If a parent signature cannot be acquired, minors 16 and 17 years old may apply for a library card by presenting a government issued ID ALONG with another form of ID (such as school ID, car insurance, pay stub) However, this Minor w/o parental signature account will be limited to 3 items.
8. The library staff will not take responsibility for checking out material to a minor that the parent finds objectionable. The ultimate responsibility will rest with the parent or legal guardian to monitor their children's checked out materials.
9. A lost library card may be replaced for \$2.00.
10. Library cards expire annually so that patron information may be updated.