TEXSHARE PROCEDURE (VISITING PATRONS)

Policy Title: TexShare Procedure (Visiting Patrons)
Responsible Department: Access Services
Date Updated: June 16, 2011
Date Approved: October 14, 2011

Program
TexShare is a library program that encourages the sharing of resources between Texas libraries to offer a broader range of services to you, the library customer. It is a program administered by the Texas State Library and Archives Commission.

The TexShare Card is issued to you (the borrower) by your home institution. By signing the card and our registration form you agree to comply with Palo Alto College’s lending policies.

Responsibilities of Borrowers
- Fill out PAC library registration form.
- Present appropriate ID along with TexShare Card.
- Observe the regulations of the PAC library.
- Return materials to the PAC library.
- Pay fines or any other charges for late or lost/damaged materials, if applicable

TexShare borrowers are responsible for any materials checked out with their card. Cards should not be loaned to others. For any questions pertaining to the material checked out from the PAC library please call 210-486-3555.

Privileges
- 7 items may be checked out by a TexShare borrower.
- 1 renewal is allowed per item (renewals may be made by phone, in person, or online by accessing your library account at https://library.alamo.edu/patroninfo. Overdue materials cannot be renewed.

Source: http://www.tsl.state.tx.us/texshare/