

Library Card Policy

Effective date: August 1, 2024

Revised: December 19, 2025; May 2, 2025; January 31, 2025; December 13, 2024

Purpose

The library card policy should detail the requirements for obtaining each type of library card offered by the Rosenberg Library, their privileges, and their renewal procedures.

Policy

Full Member Card – Adult, Young Adult and Children

Applicants must be a resident of the state of Texas, and/or own property in Galveston County. Applicants should present a state issued photo ID (state ID, state driver's license, passport, etc.) and proof of address. This proof of address can be in the form of an up to date (correct address) state issued ID, lease, state or utility issued mail. Other mail can be accepted upon approval of the Customer Experience Manager or Circulation Supervisor. Library card applications are available on the [library's online catalog](#) or can be filled out on paper applications available at the Circulation desk.

For a young adult (12 – 17) or child to get a full member card, a parent or guardian who can meet the requirements to obtain a full member card must sign for the juvenile applicant. The parent or guardian is responsible for the materials checked out on this card.

Renewal: Full member cards are valid for three (3) years, upon which cards can be renewed in person, email or phone by verifying correct account information. Changes of address should be verified in person or via email by presenting proof of the new address.

Privileges: Full member card holders have access to all our digital resources in addition to the following physical item checkout limits:

Total of 100 items (any mix of books, DVDs, CDs, audiobooks, and periodicals)

- Limit Exceptions
 - New books – 10
 - New DVDs – 5
 - Hotspots (adults only) – 1
 - Board games – 2
 - Beach toys – 1
 - Tools (adults only) – 2

- Video Games – 2
- Video Game Controllers – 2
- LEAP Packs – 1

Temporary Card – Adult, Young Adult and Children

Temporary cards are intended to be issued to applicants who meet the requirements of obtaining a full member card, but do not have a state issued ID on hand OR cannot at the time provide proof of their current residence.

Renewal: Temporary cards are valid for one year and cannot be renewed.

Privileges: Temporary card holders have access to all of our digital resources in addition to the following checkout limits:

- Total of 2 items (any mix of books, DVDs, CDs, audiobooks, and periodicals)
 - Limit Exceptions
 - Hotspots – 0
 - Tools – 0

Student Temporary Card

Student Temporary cards are issued to Galveston area public, private, and charter school students through school visits and outreach events. Before school visits, applications are provided to teachers and are then sent home to be filled out and signed by parents/guardians.

Renewal: Student Temporary cards are valid for one year and can be renewed upon yearly class visits, or in person with a parent or guardian (by applying for a full member Young Adult or Children's card).

Privileges: Student Temporary Card holders have access to all our digital resources in addition to the following checkout limits:

- Total of 2 items (any mix of books, DVDs, CDs, audiobooks, and periodicals)
 - Limit Exceptions
 - Hotspots – 0
 - Tools – 0

Digital Card

Digital cards can be applied for online via the library's catalog and are issued to applicants who meet the same requirements of obtaining a full member card. State issued ID and proof of residence are submitted in the application process, and digital

card numbers are emailed to customers. Digital cards are available for all ages, with guardians signing for juvenile applicants and digitally submitting their documentation.

Digital cards are issued in collaboration with the Galveston Seafarers Center to those who work at sea through the Port of Galveston. Seafarer Digital cards are applied for via the library's online catalog where applicants fill out the application and upload a picture of both a valid state ID, and proof of employment as one who lives and works at sea (ID badge, etc.). To ensure that the application is processed as a Seafarer Digital Card, applicants or Seafarers Center volunteers are encouraged to call the library to notify staff of an incoming Seafarer application. Unlike other card types, Seafarer Digital card applicants do not have to be residents of the state of Texas.

Renewal: Digital cards are valid for three years and can be renewed in the same fashion as full member cards.

Privileges: Digital card holders who live inside of Galveston County have access to all of our digital resources. Digital card holders who live outside of Galveston County have access to all of our digital resources minus Hoopla and Libby. Digital card holders cannot checkout physical items.

Teacher/Extended Loan Card

Teacher/Extended Loan cards can be issued to applicants who meet the requirements of obtaining a full member card and are currently employed as an educator. Some form of proof of employment is required (teacher ID badge, etc.).

Renewal: Teacher/Extended Loan cards are valid for three years, upon which cards can be renewed in the same fashion as full member cards.

Privileges: Teacher/Extended Loan card holders have all the digital resource and checkout privileges of full member card holders. Items checked out on Teacher/Extended Loan cards are automatically loaned for 63 days (the equivalent of three renewals), but items cannot be renewed beyond this loan period:

- Total of 100 items (any mix of books, DVDs, CDs, audiobooks, and periodicals)
 - Limit Exceptions
 - New books – 10
 - New DVDs – 5
 - Hotspots (adults only) – 1
 - Board games – 2
 - Beach toys – 1
 - Tools (adults only) – 2
 - Video Games – 2
 - Video Game Controllers – 2

- LEAP Packs – 1

Extension Members

Extension Member cards are applied for by Galveston County organizations, facilities and individuals (home bound) that have registered as part of our Extension Services Program and are issued by Extension Services staff.

Renewal: Extension Member cards are valid for three years and are renewed by Extension Services staff.

Privileges: Items checked out on Extension Member accounts are automatically loaned for 365 days and are delivered and returned by Extension Services staff.

- Total of 150 items (any mix of books, DVDs, CDs, audiobooks, and periodicals)
 - Limit Exceptions
 - New books – 10
 - New DVDs – 5
 - Hotspots (adults only) – 1
 - Board games – 2
 - Beach toys – 1
 - Tools (adults only) – 2
 - Video Games – 2
 - Video Game Controllers – 2
 - LEAP Packs – 1

TexShare Card

TexShare cards are issued in agreement with the Texas State Library and Archives Commission (TSLAC) to Rosenberg Library full member card holders who have been members for at least six months and are in good standing (fines less than \$10).

TexShare card holders must be issued in person. Customers with TexShare cards issued by other libraries can either apply for a Rosenberg Library card, or a TexShare customer account can be created using their already assigned TexShare card number. Applicants must still provide a state issued ID and current proof of residence.

Renewal: Rosenberg Library TexShare cards are valid for 12 months, upon which they can be renewed in the same fashion as full member cards.

Privileges: Customers with TexShare cards have all the privileges afforded to them by a full member Rosenberg Library card in addition to borrowing privileges from almost 500 participating libraries across the state.

Rosenberg Staff

Rosenberg Staff cards are issued to current library staff (or if they already have a card, their card is made into a Rosenberg Staff card). The same documentation that is required for a full member card should be provided when issuing a Rosenberg Staff card.

Renewal: Rosenberg Staff cards are valid for three years and can be renewed in the same fashion as full member cards.

Privileges: Rosenberg Staff cards have all the same privileges as full member cards in addition to having a materials reserve limit of 100.

Trustee

Trustee cards are issued to current Rosenberg Library Trustees (or if they already have a card, their card is made into a Trustee card). The same documentation that is required for a full member card should be provided when issuing a Trustee card.

Renewal: Trustee cards are valid for life, or as long as the member is serving as a Rosenberg Library Trustee.

Privileges: Trustee cards have all the same checkout privileges as full member cards.

Procedures

Circulation staff procedures regarding verifying applicant information, issuing cards and storing card applications can be found in the circulation manual.