Kyle Public Library
Notice of Regular Board Meeting

Notice is hereby given that a meeting of the Kyle Public Library Advisory Board will be held on Thursday, September 14, 2023 at 7:00 PM at the Kyle Public Library, 550 Scott Street, Kyle, TX 78640.

Posted this 11th day of September, 2023, prior to 7:00 PM.

Agenda

Call Meeting to Order

Citizen Comment Period with Library Board

The Library Board welcomes comments from Citizens. Those wishing to speak are encouraged to sign in before the meeting begins. Speakers may be provided with an opportunity to speak during this time period on any agenda item or any other matter concerning Library Board business, and they must observe the three-minute time limit.

Consent Items

1. Consideration and possible action to approve August 10, 2023 Library Board Meeting minutes.

New Business

1. Subcommittee assignment of additional policies for review.

2. Discuss and possible action on Kyle Public Library Style and Formatting.

Continued Business

1. Consideration and possible action on the Library Card Policy - subcommittee report (Draft Attached)

2. Consideration and possible action on the Circulation Policy - subcommittee report. (Draft Attached)

3. Library Director's Report

4. Friends of the Kyle Library Report

Announcements, Informational Items and Next Meeting

1. The next meeting of the Library Board will be on Thursday, October 12, 2023 at 7 pm.

Adjourn

NOTE: There may be a quorum of the City Council of Kyle, Texas present at the meeting who may participate in the discussion. No official action will be taken by the City Council member in attendance.

CITY OF KYLE, TEXAS

Draft August 10, 2023 Minutes

Subject/Recommendation: Consideration and possible action to approve August 10, 2023 Library Board Meeting minutes.

Other Information:

Legal Notes:

Budget Information:

ATTACHMENTS:

Description

  Draft Library Board Minutes 8/10/23

DRAFT
Library Board Minutes 8/10/23

Board Members Present: S. Copeland, M. Landrum, G. Rocha, C. Thompson, and J. Torres,
City Council Members Present: none
Library Staff Present: C. Tierney
Citizens Present: none

Call to Order: The meeting was called to order by S. Copeland at 7pm

Citizen Comment: none

Consent Items:
1. Approval of July 6, 2023 minutes
   - A motion to approve with no amendments or corrections was made by G. Rocha and seconded by C. Thompson with unanimous approval.

New Business:
1. Subcommittee assignment of additional policies for review.
   - Subcommittee assignment of additional policies for review on hold until September.

Continued Business:
1. Additional marketing ideas for Library events and activities.
   - Announcement made that assistant director, Jessica McCart starts on 8/21/23.
   - Mary to meet with Colleen and Jessica to discuss options for marketing ideas in September.
2. Consideration and possible action on the Library Card Policy - subcommittee report.
   - C. Tierney provided information based on research:
      a) Patron must have picture ID, but ID doesn't have address in Hays, you can show a bill as proof of residence. No restriction. You either have an ID or not.
      b) Spoke with San Marcos director who explained ID picture policy as: who you are (picture) and where you are (proof). If ID has both, that's all you need.
      c) Expiration date: library's discretion; consider different terminology like update/renewal – the key is not to have card expire but have opportunity to verify someone's address; keep always active and look into possibility of setting flags to ask if information has changed. Flags different for types of cards. Non-resident would need an expiration date.
      d) Restricted cards: What happens with all the restricted accounts? In last year there were about 500 restricted. Could they be grandfathered in? Could they be given one year of no fee but then pay the $50 fee. Consider

approval in September with effective date in January with a one-year waiver. Modernizing policy as we grow and improving resources being mindful/stewards of our dollars.

- C. Tierney stated number of items that can be borrowed via TexSHare has limit of 4 items per cardholder.
- J. Torres inquired about Appendix A and as it is not a policy but a form – describe it as can be amended based on director's decision.
- S. Copeland made motion to table policy for further discussion until September meeting, seconded by J. Torres with unanimous approval.

3. Consideration and possible action on the Circulation Policy - subcommittee report.
   - S. Copeland made motion to table the Circulation Policy for consideration and possible action until September meeting, seconded by G. Rocha with unanimous approval.
4. Library Director's Report.
   - C. Tierney shared again hiring of assistant director. Talked about budget that will be finalized at end of August. Provided stats for July, although not as big as June, especially for summer reading. Got commitment from Friends of Library about book mobile; sent letter of intent to vendor; week of August 21, she and Jessica will look at the Mercedes sprinter. Lead librarian position most likely will be approved. Library served as evacuation site for the fires. Has been short staffed over last couple of months. She is working on fall planning; cancelling Tuesday pajamas times and replacing it with lifelong health and wellness learning. Volunteers needed to drop off books at Inside Books Project that need to be donated; Inside Books Project open Monday and Thursday daytime or Thursday and Sunday evenings.
5. Friends of the Kyle Library Report.
   - No report

Announcements, Informational Items, and Next Meeting:
1. Next meeting September 14, 2023, at 7pm.
2. October meeting will have new appointments as well as leadership appointments.

Adjourned at 8:08pm with motion by M. Landrum, seconded by G. Rocha

Kyle Public Library Meeting Room Use Policy
Burdine and Jack Johnson Wing

PURPOSE

The Kyle Public Library's Burdine and Jack Johnson meeting room facilities are designed to meet the Library's goal of providing for the informational, educational, recreational, and cultural needs of the community by providing a location for meetings. The meeting rooms are available on an equitable basis to groups requesting facility use.

ABOUT THE BURDINE AND JACK JOHNSON WING

There are two meeting rooms, each seating approximately 50 people, which may be opened to create one large space seating approximately 100 people. Tables, chairs, and a projection screen are available for use. Groups who use the meeting rooms are responsible for setting up their own tables and chairs and putting them away after their meeting. Wireless Internet access is available. Groups need to bring their own audiovisual equipment.

This Meeting Room Use Policy establishes the guidelines and procedures for the use of the Library's facilities. The Library Director is responsible for implementing this policy.

Use of the Library does not constitute Library or City of Kyle endorsement of viewpoints expressed by participants on the program. Advertisements or announcements implying such endorsements are not permitted.

The City of Kyle and Kyle Public Library are not responsible for any articles lost or stolen from any of the rooms.

MEETING ROOM GUIDELINES

- Library programs and events sponsored by the Kyle Public Library or the City of Kyle will have precedence in the scheduling of the meeting rooms. The Library reserves the right to cancel or reschedule a reservation, with two weeks notice, if the room is needed for a Library or city function.

- Reservations may be made no more than five weeks in advance. A separate contract must be submitted for each meeting.

- **The public may only use the meeting rooms during hours the Library is open.** All meetings must end 15 minutes before closing and cleared of all belongings. Hours of availability are:

Monday through Thursday:	10:00am-7:45pm
Friday:	10:00am-5:45pm
Saturday	10:00am-3:45pm

- Groups using the meeting rooms are responsible for their own set-up and will be required to return the room to the condition in which they found it. The Library does not provide equipment such as projectors, laptops, etc.

- Meeting rooms may not be reserved for social gatherings such as showers, birthday parties, family reunions, etc. or for commercial purposes. A "commercial purpose" is defined as a use intended to produce profit for any individual, association, corporation, or company.

- There may not be any admission charged or sales solicited. The exception to this policy will be events raising money for the City of Kyle or to benefit the Kyle Public Library.

- The meeting rooms may not be used for any activity which would be likely to cause an unreasonable amount of wear and tear on Library facilities or which would be likely to disrupt the normal activities of the Library. Additional charges will be assessed for damages or if extra cleanup is required.

  The following activities are prohibited:

  1. No events with amplified music.
  2. No candles or open flames.
  3. No decorations may be attached in any way to the walls, ceilings or fixtures.
  4. No furniture may be borrowed or moved from other areas of the Library.
  5. Registration tables, or any other activities, are not permitted outside the meeting room unless approved by the Library Director.

- Smoking and alcoholic beverages are not allowed in the Library.

- Equipment, supplies or personal items may not be left in the meeting rooms before or after the scheduled meeting. The City of Kyle and Kyle Public Library are not responsible for any articles lost or stolen.

- All food and beverage service requires submittal of the food waiver form, as well as the completed meeting room contract and payment of fee no less than 24 hours prior to the event.

- A 24 hour cancellation notice is required. In the event of cancellation, a receipt for fees paid must be presented for a refund.

- Repeated cancellations will result in the loss of reservation privileges for the period of one year.

- The individual making the reservations, as well as the group as a whole, will be held responsible for any damages incurred.

- Permission to use Library facilities may be withheld from groups failing to comply with the Meeting Room Use Policy and from any group that damages the facility.

- City of Kyle and Kyle Public Library activities will not be required to pay any fees.

**Failure to follow the above rules and policies will result in refusal
of further meeting room bookings.**

KYLE PUBLIC LIBRARY BURDINE AND JACK JOHNSON WING
Meeting Room Contract

Acceptance of this form does not constitute a confirmation of your request.

Name of Event: _____

Name of Organization: _____
Social or Commercial (for-profit) events are prohibited.

Date of Event: _____ Start Time : _____ End Time : _____
Reservation requests will not be accepted more than five (5) weeks prior to the event

Contact Name: _____

Mailing Address: _____ City/State/Zip: _____

Phone: _____ Email Address: _____

Will food or beverage be served (circle one) Yes No
***No alcohol or drinks with dark colored dye (such as red or purple) is to be served*
***Please complete the Food Waiver form and submit with contract.*

Expected Attendance: _____ Will the event require: **Tables:** ____ **Chairs:** ____

Fees:
_____ One event (up to 2 hours) free each month. Subsequent hours are charged at a rate of $10 per hour
_____ $100 fee *(required if food/drink is served)*

Please read and initial all items below:

_____ I have read the Kyle Public Library Meeting Room Policy and agree to abide by the policies of the Kyle Public Library.

_____ I understand that I am responsible for the conduct of those in attendance at my event, including maintaining an appropriate volume so as not to disturb others in the adjacent rooms or Library.

_____ I understand that I, or the affiliated organization, is responsible for setup, arrangement of tables and chairs, providing any audio/visual equipment and returning room to original condition.

_____ I understand that I, or the affiliated organization, will be responsible for cleanup and will be liable for any damage incurred while using the Kyle Public Library facilities.

All events and cleanup must be completed prior to 15 minutes before the Library closes.

_____ The meeting room contract must be signed and completed along with any payment no less than twenty-four hours (24) prior to the event.

_____ Repeated cancellation of reserved space will result in the loss of reservation privileges for one year.

_____ There is a twenty four (24) hour cancellation notice required to receive a refund.

_____ In case of refund, a receipt for paid fees must be presented for refund.

Signature: _____ Date: _____

For staff use only

Date of Payment: _____ Staff Signature: _____

Amount of Payment: _____ _____ Check (Check # _____) _____ Cash

Approved by the Kyle Public Library Board 10.9.14
Approved by the City of Kyle City Council 12.2.14

Item # 2

KYLE PUBLIC LIBRARY BURDINE AND JACK JOHNSON WING
Food Waiver

Name of Organization: _____

Date of Event: _____

Time of Event: _____

Reserving Individual/Organizations are responsible for seeing that all Kyle Public Library policies are met. Your initials below indicate that you have read and understand each of the following statements.

____ Events with food provided by the reserving party must have a signed Food Waiver form on file with their reservation.

____ The reserving party assumes liability when food or beverages are provided.

____ All food items must be precooked prior to arriving at the Kyle Public Library.

____ All trash should be properly disposed of and not left on tables and/or counters.

____ Kyle Public Library personnel should be notified if extra trash receptacles are needed.

Release and Indemnity

• I agree to release and indemnify the Kyle Public Library, City of Kyle and its employees and agents from all liability for injury or illness associated with the consumption of food or beverage provided by myself and/or my organization.

• I assume responsibility for cleaning the room and any damage that may occur.

Signature: _____ Date: _____

Contact Name: _____
(please print name)

Mailing Address: _____ City/State/Zip: _____

Phone: _____ Email Address: _____

For staff use only

Date Received: _____ Staff Signature: _____

Approved by the Kyle Public Library Board 10.9.14
Approved by the City of Kyle City Council 12.2.14

TEXSHARE POLICY

LIMITATIONS: No more than 4 books to an individual at one time. Only one renewal. No check-outs allowed if overdue fines exist. May not be renewed if another patron is waiting for the item.

ELIGIBILITY:

Non-Residents
Non-resident TexShare borrowers are eligible for privileges upon presentation of a TexShare card <u>issued by their home library</u> and a <u>photo ID</u>. A Kyle Public Library account will be established for non-resident borrower's using their TexShare account number.

Residents:
The Kyle Public Library is funded by the City of Kyle and Hays County. Kyle Public Library will issue Texshare cards to all residents of Hays County who have a Kyle Public Library card and are in good standing with no outstanding fines. Residents of Texas may obtain a Kyle Public Library card without charge to use at the Kyle Public library with <u>two forms of ID</u>, however, non-residents must obtain a TexShare card at their home library.

Patrons must be in good standing with no outstanding fines and have completed at least one successful transaction. All minors, eighteen (18) and under, must be accompanied by a parent or legal guardian and be in good standing with all library accounts.

CARD AVAILABILITY: Privileges are granted and cards issued during all open library hours.

RETURNS: Only materials belonging to Kyle Public Library may be returned to the library location. There are outside and inside book drops. Items may be returned by U.S. Mail/Express Mail to Kyle Public Library, PO Box 2349, Kyle, TX 78640. Returned items will be checked in as soon as possible upon receipt. The borrower will be responsible for any fines associated with mail/delivery/distribution delays.

OVERDUE ITEMS: Overdue notices are sent out at one week, two week and 20 day intervals. However, it is the responsibility of the borrower to return materials on time and lack of a reminder notice is not an excuse for returning item(s).

RECALLS: Materials will not be renewed on reserved items.

NON-CIRCULATING ITEMS: Only books from the circulating collections will be loaned.

LOAN POLICIES: Books and audiobooks circulate for two weeks. DVDs circulate for one week.

FINES: $.15 per day up to $5.00 per item for books and $.30 per day up to $5.00 per items for DVDs.

LOST ITEMS: If materials are lost or damaged, the borrower will be charged the price of the item plus a $5.00 non-refundable processing fee.

BILLING: Failure to pay for overdue items or lost items will result in loss of checkout privileges.

ADDITIONAL: See http://www.cityofkyle.com/library for additional information about the Kyle Public Library.

TextCompare   LOGIN   REGISTER

Flesch-Kincaid Grade Level Readability Caculator

Find Flesch-Kincaid Grade Level of your text. Enter text or upload text file and click on check button to get readability score of your text

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Circulation Policies

Purpose
The purpose of this Circulation Policy is to establish clear guidelines for the borrowing
Borrowing Materials
Patrons must present their KYLE PUBLIC LIBRARY cards each time they check out materials or
Loan Periods, Limits, Renewals, and Holds
Borrowing loan period, renewal, and hold guidelines shall be limited in quantity and durat
KPL Circulation Guidelines Chart
Eligible cardholders may have up to 25 items checked out at a time. At most, 10 of those 2
Materials        Loan Period      Renewal Period and Frequency     Overdue Rates    Lost/Damag
Books, Audiobooks on CD, Books on CD      21 Days 21 Days (2 Consecutive Renewals Allowed)
CDs, DVDs
and Blu-ray's    21 Days 21 Days (2 Consecutive Renewals Allowed)          $0.35 per day    Co
Digital Materials: eBooks, Audiobooks, Movies    21 Days 21 Days (2 Consecutive Renewals Al

Refer to the Interlibrary Loan policy for the loan period, renewal, and hold guidelines on

Refer to the Library of Things policy for the loan period, renewal, and hold guidelines of
```

REPORT ISSUE

CHOOSE TEXT FILE

Flesch-Kincaid Grade Level Readability Caculator

44.23

ADD SAMPLE

Item # 3

✔ CHECK READABILITY

✖ CLEAR

SAVE

▶ Give Rating

REPORT ISSUE

Flesch Kincaid Grade Level Readability

Introduction

Out of the many readability tests that you can use, the most trusted and most used is the Flesch Kincaid Grade Level. It is actually a modified formula of another noted readability test, the Flesch Reading Ease.

The Flesch Kincaid Grade Level is the improved formula developed by John P. Kincaid in the late 1970s. He used the readability formula made by Rudolph Flesch during the 1940s and modified it for the US Navy. Fishburne, Rogers, and Chissom aided Kincaid.

The reason for the modification is because the Flesch Reading Ease results aren't immediately meaningful and requires a conversion table to understand it. So it was modified by the US Navy to quickly determine whether or not their technical manuals are easy to understand. The Flesh Kincaid Grade Level is best used for educational texts.

Flesch Scoring

Item # 3

If you are already familiar with the Flesch Reading Ease test, then you won't find it hard to understand the reading levels in the Flesch Kincaid Grade Level. How to read Flesch Kincaid scores will be easy if you understand the numerical grade level system of the US.

The Flesch Kincaid Grade Level has the some of following levels: 0, 2, 4, 6, 8, 10, 12, 14, 16, and 18. The higher you score, the more difficult the text is to read. As a general guide, it is a smart idea to *aim for a Flesch Kincaid reading level of 8*. This is because the average reader will have reading skills equivalent to 8th graders.

Flesch-Kincaid Formula

Like the Flesch Reading Ease test, the basic idea behind the Flesch Kincaid reading test is simple. Use simple words and short sentences for better comprehension. If you follow this rules, you can easily get the *Flesch Kincaid Reading Age (FKRA)*.

Thus, the building blocks of their formulas are formed from sentence length (how many words in a sentence) and word length (how many syllables in a word). In formula form, you will need to calculate for the *Average Sentence Length (ASL)* and *Average Syllables per Word (ASW)*.

For you to work out the grade level of your text, you will need to use:
FKRA = (0.39 x ASL) + (11.8 x ASW) − 15.59

Once you get your reset, analyzing it is straightforward. A score of 4 will tell you that the text can be read by a 4th grader while a score of 14 can be understood by college students.

Grade Conversion

FKRA Score	School Level	Comprehension
5.0-5.9	5th Grade	Very easy to read
6.0-6.9	6th Grade	Easy to read
7.0-7.9	7th Grade	Fairly easy to read
8.0-9.9	8th & 9th Grade	Conversational English
10.0-12.9	10th , 11th & 12th Grade	Fairly difficult to read
13.0-15.9	College	Difficult to read
16.0-17.9	College Graduate	Very difficult to read
18.0+	Professional	Extremely difficult to read

Uses

Item # 3

The improved formula of the Flesch Kincaid Grade Level was developed for education purposes which is why it is best used in this field. It is pretty straightforward, and will give you the results you need quickly. As such, many industries (even those outside of education) use it as a diagnostic.

The Flesch Kincaid Readability Test is ideal for website content, advertisements, textbooks and training programs, editing and proofreading, and writing novels. You can also use it to write terms and conditions that can be understood by the layman and even for communicating with a non-specialist audience.

How to Improve Score

Improving your readability score in the Flesch Kincaid Grade Level is very much the same with the Flesch Reading Ease. That's because they operate under a similar ideal. Long story short, keep your text simple and you're good to go.

To do so, you will need to:

- Shorten your paragraphs. Five sentences per paragraph is a good guide.
- Use simple words. Words used in everyday conversations are easier to understand.
- Use simple sentences. Running sentences are a no-no. Break up your sentences if you need to.
- Write for your audience. Research your target audience and their reading abilities. Write in their own language and lingo so they can easily comprehend your text.

Further Readings

Wikipedia

REPORT ISSUE

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Comparison Tools

Text Diff

JSON Diff

CSV Diff

HTML Diff

CSS Diff

Excel Diff

Image Diff

PDF Diff

ini Diff

XML Diff

YAML Diff

SQL Diff

PHP Diff

JavaScript Diff

Python Diff

Ruby Diff

Pug Diff

Java Diff

C# Diff

XML Tools

XML Diff

XML to JSON

XML to CSV

XML to YAML

XML to Excel

XML to PDF

XML to HTML

XML to XSD

XML to Text

XML Editor

Text Tools

Add Prefix or Suffix

Remove Line Breaks & Spaces

Flip & Reverse Text

String Builder

Encode HTML

Decode HTML

Encode Base64

Decode Base64

Encode URL

Decode URL

String to Hex

Readability Tools

Readability Scores

Automated Readability Index

Coleman-Liau Index

Flesch-Kincaid Reading Ease

Flesch-Kincaid Grade Level

Fry Readability Graph

Gunning Fog Score

Dale-Chall Score

Raygor Graph

SMOG Index

Spache Score

REPORT ISSUE

Item # 3

Hex to String

String to Binary

Binary to String

Case Converter

Remove Accents

Remove Duplicate Lines

Remove Empty Lines

Remove Lines Containing

Sort Lines

Find & Replace

Remove Punctuation

Remove Duplicate Words

Join Text

Repeat Text

Pick Random Line

Add Line Breaks

Text to Morse

Morse to Text

Extract Text from HTML

Split Text

Vertical Align Text

Extract Regex Matches

Center Text

Right Align Text

Left/Right Text Rotate

Check Palindrome

Convert Spaces to Tabs

Truncate Text

Text to Image

Text to PDF

Linsear Write Score

Find Filler Words

Find Buzzwords

Find Weasel Words

Find Hedge Words

Find Stop Words

Find Transition Words

Find Cuss Words

Find Dolch Sight Words

Find Fry Sight Words

Find Rix Score

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CSV Tools

CSV to Delimited

CSV to TSV

JSON Tools

JSON Diff

JSON to XML

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CSV to SQL

CSV to GeoJSON

CSV to JSON

CSV to Text

CSV to HTML

CSV to Markdown

CSV to YAML

CSV to XML

CSV to Excel

CSV to KML

CSV to PDF

CSV to vCard

CSV Diff

JSON to CSV

JSON to YAML

JSON to Excel

JSON to PDF

JSON to HTML

JSON to Text

JSON Editor

Stringify JSON

Unstringify JSON

Escape JSON

Unescape JSON

HTML Tools

HTML Diff

HTML to JSON

HTML to CSV

HTML to YAML

HTML to Excel

HTML to PDF

HTML to XML

HTML to Text

HTML Editor

YAML Tools

YAML Diff

YAML to JSON

YAML to CSV

YAML to XML

YAML Editor

YAML to HTML

YAML to Excel

Other Tools

Cloze Test Maker

Crossword Maker

Word Search Maker

Image Vectorizer

Luxa

UnZiper

Image Tools

FileConverts

vCard Tools

vCard Splitter & Merger

vCard to CSV

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WIKIPEDIA
The Free Encyclopedia

Flesch–Kincaid readability tests

The **Flesch–Kincaid readability tests** are readability tests designed to indicate how difficult a passage in English is to understand. There are two tests: the Flesch Reading-Ease, and the Flesch–Kincaid Grade Level. Although they use the same core measures (word length and sentence length), they have different weighting factors.

The results of the two tests correlate approximately inversely: a text with a comparatively high score on the Reading Ease test should have a lower score on the Grade-Level test. Rudolf Flesch devised the Reading Ease evaluation; somewhat later, he and J. Peter Kincaid developed the Grade Level evaluation for the United States Navy.
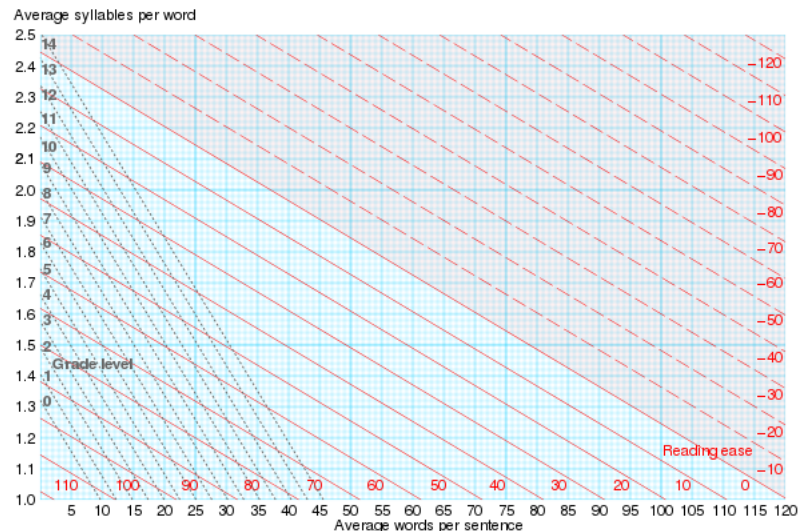
Graphs of Flesch-Kincaid reading ease (red) and grade level (gray) scores against average syllables per word and average words per sentence

History

"The Flesch–Kincaid" (F–K) reading grade level was developed under contract to the U.S. Navy in 1975 by J. Peter Kincaid and his team.[1] Related U.S. Navy research directed by Kincaid delved into high-tech education (for example, the electronic authoring and delivery of technical information),[2] usefulness of the Flesch–Kincaid readability formula,[3] computer aids for editing tests,[4] illustrated formats to teach procedures,[5] and the Computer Readability Editing System (CRES).[6]

The F–K formula was first used by the Army for assessing the difficulty of technical manuals in 1978 and soon after became a United States Military Standard. Pennsylvania was the first U.S. state to require that automobile insurance policies be written at no higher than a ninth-grade level (14–15 years of age) of reading difficulty, as measured by the F–K formula. This is now a common requirement in many other states and for other legal documents such as insurance policies.[3]

Flesch reading ease

In the Flesch reading-ease test, higher scores indicate material that is easier to read; lower numbers mark passages that are more difficult to read. The formula for the Flesch reading-ease score (FRES) test is:[7]

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$$206.835 - 1.015 \left(\frac{\text{total words}}{\text{total sentences}} \right) - 84.6 \left(\frac{\text{total syllables}}{\text{total words}} \right)$$

Scores can be interpreted as shown in the table below.[7]

Score	School level (US)	Notes
100.00–90.00	5th grade	Very easy to read. Easily understood by an average 11-year-old student.
90.0–80.0	6th grade	Easy to read. Conversational English for consumers.
80.0–70.0	7th grade	Fairly easy to read.
70.0–60.0	8th & 9th grade	Plain English. Easily understood by 13- to 15-year-old students.
60.0–50.0	10th to 12th grade	Fairly difficult to read.
50.0–30.0	College	Difficult to read.
30.0–10.0	College graduate	Very difficult to read. Best understood by university graduates.
10.0–0.0	Professional	Extremely difficult to read. Best understood by university graduates.

Reader's Digest magazine has a readability index of about 65, *Time* magazine scores about 52, an average grade six student's written assignment (age of 12) has a readability index of 60–70 (and a reading grade level of six to seven), and the *Harvard Law Review* has a general readability score in the low 30s. The highest (easiest) readability score possible is 121.22, but only if every sentence consists of only one one-syllable word. "The cat sat on the mat." scores 116. The score does not have a theoretical lower bound; therefore, it is possible to make the score as low as wanted by arbitrarily including words with many syllables. The sentence "This sentence, taken as a reading passage unto itself, is being used to prove a point." has a readability of 69. The sentence "The Australian platypus is seemingly a hybrid of a mammal and reptilian creature." scores 37.5 as it has 24 syllables and 13 words. While Amazon calculates the text of *Moby-Dick* as 57.9,[8] one particularly long sentence about sharks in chapter 64 has a readability score of –146.77.[9] One sentence in the beginning of *Swann's Way*, by Marcel Proust, has a score of –515.1.[10]

The U.S. Department of Defense uses the reading ease test as the standard test of readability for its documents and forms.[11] Florida requires that insurance policies have a Flesch reading ease score of 45 or greater.[12][13]

Use of this scale is so ubiquitous that it is bundled with popular word processing programs and services such as KWord, IBM Lotus Symphony, Microsoft Office Word, WordPerfect, WordPro, and Grammarly.

Polysyllabic words affect this score significantly more than they do the grade-level score.

Flesch–Kincaid grade level

These readability tests are used extensively in the field of education. The "Flesch–Kincaid Grade Level Formula" presents a score as a U.S. grade level, making it easier for teachers, parents, librarians, and others to judge the readability level of various books and texts. It can also mean the number of years of education generally required to understand this text, relevant when the formula results in a number greater than 10. The grade level is calculated with the following formula:[14]

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$$0.39 \left(\frac{\text{total words}}{\text{total sentences}} \right) + 11.8 \left(\frac{\text{total syllables}}{\text{total words}} \right) - 15.59$$

The result is a number that corresponds with a U.S. grade level. The sentence, "The Australian platypus is seemingly a hybrid of a mammal and reptilian creature" is an 11.3 as it has 24 syllables and 13 words. The different weighting factors for words per sentence and syllables per word in each scoring system mean that the two schemes are not directly comparable and cannot be converted. The grade level formula emphasizes sentence length over word length. By creating one-word strings with hundreds of random characters, grade levels may be attained that are hundreds of times larger than high school completion in the United States. Due to the formula's construction, the score does not have an upper bound.

The lowest grade level score in theory is –3.40, but there are few real passages in which every sentence consists of a single one-syllable word. *Green Eggs and Ham* by Dr. Seuss comes close, averaging 5.7 words per sentence and 1.02 syllables per word, with a grade level of –1.3. (Most of the 50 used words are monosyllabic; "anywhere", which occurs eight times, is the only exception.)

Limitations

As readability formulas were developed for school books, they demonstrate weaknesses compared to directly testing usability with typical readers. They neglect between-reader differences and effects of content, layout and retrieval aids.[15] For example, the pangram "Cwm fjord-bank glyphs vext quiz." has a reading ease score of 100 and grade level score of 0.52 despite its obscure words.

See also

- Readability

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"Though amid all the smoking horror and diabolism of a sea-fight, sharks will be seen longingly gazing up to the ship's decks, like hungry dogs round a table where red meat is being carved, ready to bolt down every killed man that is tossed to them; and though, while the valiant butchers over the deck-table are thus cannibally carving each other's live meat with carving-knives all gilded and tasselled, the sharks, also, with their jewel-hilted mouths, are quarrelsomely carving away under the table at the dead meat; and though, were you to turn the whole affair upside down, it would still be pretty much the same thing, that is to say, a shocking sharkish business enough for all parties; and though sharks also are the invariable outriders of all slave ships crossing the Atlantic, systematically trotting alongside, to be handy in case a parcel is to be carried anywhere, or a dead slave to be decently buried; and though one or two other like instances might be set down, touching the set terms, places, and occasions, when sharks do most socially congregate, and most hilariously feast; yet is there no conceivable time or occasion when you will find them in such countless numbers, and in gayer or more jovial spirits, than around a dead sperm whale, moored by night to a whaleship at sea."

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"But I had seen first one and then another of the rooms in which I had slept during my life, and in the end I would revisit them all in the long course of my waking dream: rooms in winter, where on going to bed I would at once bury my head in a nest, built up out of the most diverse materials, the corner of my pillow, the top of my blankets, a piece of a shawl, the edge of my bed, and a copy of an evening paper, all of which things I would contrive, with the infinite patience of birds building their nests, to cement into one whole; rooms where, in a keen frost, I would feel the satisfaction of being shut in from the outer world (like the sea-swallow which builds at the end of a dark tunnel and is kept warm by the surrounding earth), and where, the fire keeping in all night, I would sleep wrapped up, as it were, in a great cloak of snug and savoury air, shot with the glow of the logs which would break out again in flame: in a sort of alcove without walls, a cave of warmth dug out of the heart of the room itself, a zone of heat whose boundaries were constantly shifting and altering in temperature as gusts of air ran across them to strike freshly upon my face, from the corners of the room, or from parts near the window or far from the fireplace which had therefore remained cold—or rooms in summer, where I would delight to feel myself a part of the warm evening, where the moonlight striking upon the half-opened shutters would throw down to the foot of my bed its enchanted ladder; where I would fall asleep, as it might be in the open air, like a titmouse which the breeze keeps poised in the focus of a sunbeam—or sometimes the Louis XVI room, so cheerful that I could never feel really unhappy, even on my first night in it: that room where the slender columns which lightly supported its ceiling would part, ever so gracefully, to indicate where the bed was and to keep it separate; sometimes again that little room with the high ceiling, hollowed in the form of a pyramid out of two separate storeys, and partly walled with mahogany, in which from the first moment my mind was drugged by the unfamiliar scent of flowering grasses, convinced of the hostility of the violet curtains and of the insolent indifference of a clock that chattered on at the top of its voice as though I were not there; while a strange and pitiless mirror with square feet, which stood across one corner of the room, cleared for itself a site I had not looked to find tenanted in the quiet surroundings of my normal field of vision: that room in which my mind, forcing itself for hours on end to leave its moorings, to elongate itself upwards so as to take on the exact shape of the room, and to reach to the summit of that monstrous funnel, had passed so many anxious nights while my body lay stretched out in bed, my eyes staring upwards, my ears straining, my nostrils sniffing uneasily, and my heart beating; until custom had changed the colour of the curtains, made the clock keep quiet, brought an expression of pity to the cruel, slanting face of the glass, disguised or even completely dispelled the scent of flowering grasses, and distinctly reduced the apparent loftiness of the ceiling."

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External links

- readability.mackayst.com (http://readability.mackayst.com/), lists Flesch–Kincaid scores of Project Gutenberg books

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- [Home](#)
- [Further Info](#)
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- [Disclaimer](#)

Gunning Fog Index

The Gunning Fog index is 14.28

- The number of major punctuation marks, eg. [.], was `116`
- The number of words was `1984`
- The number of 3+ syllable words, highlighted in blue, was `369`

You can edit the numbers above and recalculate

`Recalculate`

Edited Text

Circulation Policies Purpose The purpose of this Circulation Policy is to establish clear guidelines for the borrowing and returning of KYLE PUBLIC LIBRARY (KPL) materials and apply them to all Kyle Public Library Card Holders who utilize the services and resources of the KYLE PUBLIC LIBRARY[.] By outlining these guidelines, this policy is designed to provide equitable access to resources, promote responsible use of KYLE PUBLIC LIBRARY materials and streamline the circulation process to benefit all patrons[.] Borrowing Materials Patrons must present their KYLE PUBLIC LIBRARY cards each time they check out materials or show a valid form of identification to the circulation desk for account lookup[.] Responsibility for children's selection of materials rests solely with their parent(s) or legal guardian(s)[.] Loan Periods, Limits, Renewals, and Holds Borrowing loan period, renewal, and hold guidelines shall be limited in quantity and duration as outlined in the KPL Circulation Guidelines Chart[.] KPL Circulation Guidelines Chart Eligible cardholders may have up to 25 items checked out at a time[.] At most, 10 of those 25 items can be DVDs[.] Materials Loan Period Renewal Period and Frequency Overdue Rates Lost/Damaged Fee Books, Audiobooks on CD, Books on CD 21 Days 21 Days (2 Consecutive Renewals Allowed) $[.] 20 per day Cost of Replacement plus a $5[.] 00 processing fee[.] CDs, DVDs and Blu-ray's 21 Days 21 Days (2 Consecutive Renewals Allowed) $0[.] 35 per day Cost of Replacement plus a $5[.] 00 processing fee[.] Digital Materials[:] eBooks, Audiobooks, Movies 21 Days 21 Days (2 Consecutive Renewals Allowed) N/A N/A Refer to the Interlibrary Loan policy for the loan period, renewal, and hold guidelines on interlibrary loan materials[.] Refer to the Library of Things policy for the loan period, renewal, and hold guidelines of the Arts and Technology Center (ARTC)[.] Arts and Technology Materials (ARTC) Materials Loan Period Renewal Period and Frequency Overdue Rates Lost/Damage Fee Beading Loom from Hobbyworker 1-2 weeks 1-2 weeks N/A Replacement Cost Texas Instruments TI 84 Graphing Calculator 1-2 weeks 1-2 weeks N/A Replacement Cost ACER Chromebook 1-2 weeks 1-2 weeks N/A Replacement Cost Cricut Joy 1-2 weeks 1-2 weeks N/A Replacement Cost Crochet Kit 1-2 weeks 1-2 weeks N/A Replacement Cost WACOM Intuos Drawing Tablet 1-2 weeks 1-2 weeks N/A Replacement Cost Hot Glue gun 1-2 weeks 1-2 weeks N/A Replacement Cost Fender Acoustic Guitar[:] Learn to Play Kit 1-2 weeks 1-2 weeks N/A Replacement Cost Leather Working Tools 1-2 weeks 1-2 weeks N/A Replacement Cost Microscope 1-2 weeks 1-2 weeks N/A Replacement Cost Sewing Machine 1-2 weeks 1-2 weeks N/A Replacement Cost DVD Player 1-2 weeks 1-2 weeks N/A Replacement Cost Digital Camera 1-2 weeks 1-2 weeks N/A Replacement Cost   [;] Arts and Technology Center (ARTC) Items available for checkout that are not a book or a CD are available from the Kyle Public Library Catalog[.] These items follow the circulation policies[.] Only

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Kyle patrons may check out items from the ARTC[.] The maximum number of items a patron may have on his account from ARTC is ##[.] Overdue items will incur a fine of ##[.] Lost or damaged items incur a replacement cost plus a $5[.] 00 processing fee[.] Returning Items KYLE PUBLIC LIBRARY materials may be returned to the circulation desk during operating hours[.] Return locations may include book drops outside operating hours for books, CDs, and DVDs[.] ARTC materials must be returned to the Circulation Desk only[.] KYLE PUBLIC LIBRARY items should be returned to the same condition as borrowed[.] Overdue Materials and Fines Materials will be considered overdue unless they are received by the due date[.] Items processed from the book drop will be considered returned at the time of retrieval by staff and processed at the circulation desk[.] Reder to the KPL Circulation Guidelines Chart for the fee schedule for overdue materials[.] Lost and Damaged Items The KYLE PUBLIC LIBRARY card holder is responsible for all materials checked out on its KYLE PUBLIC LIBRARY (KPL) card[.] The KYLE PUBLIC LIBRARY cardholder is responsible for paying for any damaged or lost items[.] KYLE PUBLIC LIBRARY staff will assess damaged items and consider them damaged if the material(s) is no longer suitable for circulation[.] Items will be considered lost after 45 days past due[.] Lost or damaged items incur a replacement cost plus a $5[.] 00 processing fee[.] Failure to pay or the damaged or lost item may result in the suspension of KYLE PUBLIC LIBRARY privileges until payment is received[.] The KYLE PUBLIC LIBRARY Director may consider exceptions to the replacement cost or payment procedure based on extenuating circumstances or evidence provided by the patron[.] Exceptions will be granted at the KYLE PUBLIC LIBRARY Director's discretion and evaluated case-by-case[.] Holds and Transfers Patrons may have up to 25 hold requests on physical materials at once[.] This includes Active/Pending requests, holds in transit, and items on the hold shelf[.] Patrons may have up to ## Inter Library Loan (ILL) requests and ## open holds on eBooks, eAudiobooks, and eVideos[.] Holds cannot be canceled if they are in transit or held at the Circulation desk at KYLE PUBLIC LIBRARY[.] Blocked Accounts Checkout and access to digital collections will be restricted if there are blocks on a patron's account[.] Accounts are blocked for the following reasons[:] • Expired card[.] • The card was reported lost or stolen[.] • Outstanding Fees over $##[.] • Materials that are returned damaged or missing parts[.] • The account was sent to debt collection[.] • Address verification or correction needed[.] • Phone correction is needed[.] • Notice is returned or undeliverable[.] A Utility bill or first-class business mail postmarked to the new address within the last 30 days is required to remove the block[.] • Duplicate account[.] • Bankruptcy[.] • Other problems or questions about the account must be resolved[.] Claims Returned or Never Had If a patron believes materials were returned that show overdue, a request to staff may be made to place a Claims Returned note on the account[.] Items stay on Claims Returned for ## days from the due date[.] While staff searches for the materials during this period, patrons may check out as normal[.] Items not found after 60 days will be considered lost, and the KYLE PUBLIC LIBRARY will send a bill indicating the amount due[.] Patrons will have ## days to cure the bill before the account becomes locked[.] Collection Agency We kindly remind our valued adult library patrons that if an account reaches a balance of $ #[.] 00 or more, it will be necessary to take some steps to ensure its resolution[.] After ## days of the total owed reaching $##[.] 00, the account may be sent to KYLE PUBLIC LIBRARY's collection agency[.] A $##[.] 00 collection fee will be added to the account when it is sent to the collection agency to cover the administrative costs involved[.] However, we want to make the process as smooth as possible for you[.] Once the account is settled to a balance of $0, all borrowing, auto-renewal, and online privileges will be reinstated promptly[.] Payments should be made directly to KYLE PUBLIC LIBRARY, not the collection agency, to ensure a seamless resolution[.] Please note that while the collection agency will handle the sending of collection notices, all payments should be directed to the library for account clearance[.] Once the account is cleared, a "paid in full" letter will be generated to confirm that everything is resolved[.] We understand that life can sometimes present challenges[.] If you have any questions or need assistance, our friendly staff is available to help[.] Thank you for being a part of our library community, and we look forward to continuing to serve your reading and learning needs[.] Confidentiality of KYLE PUBLIC LIBRARY Records At KYLE PUBLIC LIBRARY, we take the privacy of our patrons very seriously[.] As required by the Texas Public Information Act (Texas Government Code, Section 552[.] 124), any library record that could identify a person who requested, obtained, or used a library material or service is considered confidential and not subject to disclosure, unless certain exceptions apply[:] 1[.] If disclosing the record is reasonably necessary for the operation of KYLE PUBLIC LIBRARY or our library system, the record is not confidential under other state or federal laws[.] 2[.] Under Section 552[.] 023, access to a person's information may be provided to that person or their authorized representative, even if the information is otherwise protected from public disclosure[.] 3[.] Disclosure may occur to a law enforcement agency or a prosecutor under a court order or subpoena after demonstrating to a district court that such disclosure is

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necessary to protect public safety or if the record is evidence of an offense or indicates a particular person's involvement in an offense[.] Please rest assured that we strictly adhere to these regulations to protect the confidentiality of our users[.] If you have any concerns about overdue materials or holds on your account, we will only share this information with people authorized by you[.] They will need to provide the barcode number of your library card, and in some cases, we may request identification in person to ensure the privacy of your account[.] If you have any questions or need further clarification, our friendly library staff will gladly assist you[.] We value your trust and strive to maintain a safe and respectful environment for all our library users[.] Thank you for being a part of our library community[!] Library Theft Law Protecting the integrity of our library's materials is of utmost importance to us[.] Theft of library materials is a serious offense, and any such actions will be dealt with accordingly[.] We adhere to the Texas Penal Code, specifically section 31[.] 03, which outlines the legal consequences for theft[.] Library theft encompasses intentionally taking, carrying away, transferring, concealing, or retaining possession of any library material without the consent of a library official, agent, or employee, with the intent to deprive the library of possession of the material[.] Evidence of intent to deprive the library of possession includes the concealment of library material beyond the last station for borrowing library materials within the library premises[.] Additionally, the discovery of library material that has not been borrowed through proper procedures or taken without consent, concealed upon a person or among their belongings, or concealed by a person upon another individual's belongings, is considered evidence of intentional concealment[.] Suppose an official, adult employee, or library agent witnesses an attempt to steal library materials[.] In that case, they are required to contact law enforcement immediately and may detain the individual without using force for a reasonable period[.] The detained person shall be promptly informed of the purpose of the detention and allowed to make phone calls[.] Interrogation or searches will not be conducted against the detained person's will before the arrival of a peace officer who may then carry out a lawful interrogation[.] If the gate alarm sounds while a patron is exiting the library, staff members are instructed to follow these procedures[:] • Request the patron to return to the circulation desk[.] • Politely explain that something might have been missed during scanning and ask for their receipt and stack of items[.] • Compare the receipt to the library items[.] • Scan and carry the items through the gate[.] • Request the patron to walk through the gate again[.] If the alarm goes off and the patron carries a bag, inquire if they have any unchecked items[.] If theft is suspected, inform them that they must wait for the police[.] • Staff members can exercise their judgment in cases where a patron is supposed to set off the alarm with keys or a metal plate but should ask the patron to wait if they are carrying a large bag or backpack and theft is suspected[.] • In case of refusal, staff members will write down the person's name and a brief physical description and call a police officer[.] Let us work together to create a safe and respectful environment for all library users[.]

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Gunning fog index

(Redirected from Fog Index)

In linguistics, the **Gunning fog index** is a readability test for English writing. The index estimates the years of formal education a person needs to understand the text on the first reading. For instance, a fog index of 12 requires the reading level of a United States high school senior (around 18 years old). The test was developed in 1952 by Robert Gunning, an American businessman who had been involved in newspaper and textbook publishing.[1]

The fog index is commonly used to confirm that text can be read easily by the intended audience. Texts for a wide audience generally need a fog index less than 12. Texts requiring near-universal understanding generally need an index less than 8.

Calculation

The Gunning fog index is calculated with the following algorithm:[2]

1. Select a passage (such as one or more full paragraphs) of around 100 words. Do not omit any sentences;
2. Determine the average sentence length. (Divide the number of words by the number of sentences.);
3. Count the "complex" words consisting of three or more syllables. Do not include proper nouns, familiar jargon, or compound words. Do not include common suffixes (such as -es, -ed, or -ing) as a syllable;
4. Add the average sentence length and the percentage of complex words; and
5. Multiply the result by 0.4.

The complete formula is:

$$0.4 \left[\left(\frac{\text{words}}{\text{sentences}} \right) + 100 \left(\frac{\text{complex words}}{\text{words}} \right) \right]$$

Fog Index	Reading level by grade
17	College graduate
16	College senior
15	College junior
14	College sophomore
13	College freshman
12	High school senior
11	High school junior
10	High school sophomore
9	High school freshman
8	Eighth grade
7	Seventh grade
6	Sixth grade

Limitations

While the fog index is a good sign of hard-to-read text, it has limits. Not all complex words are difficult. For example, "interesting" is not generally thought to be a difficult word, although it has three syllables (after omitting the common -ing suffix). A short word can be difficult if it is not used very often by most people. The frequency with which words are in normal use affects the readability of text.[3]

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Until the 1980s, the fog index was calculated differently.[4] The original formula counted each clause as a sentence. Because the index was meant to measure clarity of expression within sentences, it assumed people saw each clause as a complete thought.

In the 1980s, this step was left out in counting the fog index *for literature*. This might have been because it had to be done manually. Judith Bogert of Pennsylvania State University defended the original algorithm in 1985.[5] A review of subsequent literature shows that the newer method is generally recommended.[6]

Nevertheless, some continue to point out that a series of simple, short sentences does not mean that the reading is easier.[7] In some works, such as Gibbon's *The History of the Decline and Fall of the Roman Empire*, the fog scores using the old and revised algorithms differ greatly. A sample test took a random footnote from the text: (#51: Dion, vol. I. lxxix. p. 1363. Herodian, l. v. p. 189.) and used an automated Gunning Fog calculator,[8] first using the sentence count, and then the count of sentences plus clauses. The calculator gave an index of 19.2 using only sentences, and an index of 12.5 when including independent clauses. This brought down the fog index from post-graduate to high school level.[9]

See also

- Flesch–Kincaid readability tests
- Plain language
- Readability

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Retrieved from "https://en.wikipedia.org/w/index.php?title=Gunning_fog_index&oldid=1157664526"

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Library Card Policy

The Kyle Public Library provides Library Cards based on eligibility. Borrowers must apply for a Library Card using the Kyle Public Library Card Application, provided by Library Staff, and show identification as described in the *Identification* section below.

Card Types
1. Resident Library Cards
   . A Resident Library Card is free to anyone who lives in or owns property in the City of Kyle or Hays County. Applicants must provide documentation that verifies both a) photo identification and b) proof of current residence address in the City of Kyle or Hays County (see *Identification* section below). Resident Library Card holders must verify addresses every year as prompted by Library Staff.
2. Non-Resident Library Cards
   . Out-of-county Texas residents may purchase a Non-Resident Library Card valid for 1 year for a fee of $50. Applicants must provide documentation that verifies both a) photo identification and b) proof of current residence address in Texas as defined in *Identification* section below.
2. Youth Library Cards
   . Children under 18 may be issued a Youth Resident or Youth Non-Resident Library Card. Children under 18 must apply for a Library Card in the presence of a parent or legal guardian with a valid Resident or Non-Resident Library Card or in the presence of a parent or legal guardian who provides the requisite documentation for a Resident or Non-Resident Library Card. Parents or legal guardians are responsible for any fines, fees, or overdue items checked out on a Youth Library Card. Youth Non-Resident Library Cards valid for 1 year may be purchased for a fee of $50.
2. Digital Library Cards
   . A Digital Library Card gives users access to the Kyle Public Library's digital resources only. Applicants must complete an application and may submit digital copies of documents that verifies both a) photo identification and b) proof of current residence address in the City of Kyle or Hays County as defined in the *Identification* section below. Digital Library Card holders must verify addresses and renew their cards every year.
2. TexShare Cards
   . The Kyle Public Library participates in the TexShare Library Card program sponsored by the Texas State Library and Archives Commission. Patrons in good standing who have held a Resident Library Card for two months may apply for a free TexShare Card. Non-residents may provide a TexShare card to obtain a free Non-Resident Library Card for use at the Kyle Public Library.

Identification

All Library Card holders must provide documentation that verifies both who they are and where they live.

- **Who You Are**: All borrowers must show photo identification that verifies name and likeness. Examples of accepted photo identification are:
    - a driver's license
    - a state-issued photo identification card
    - a passport
    - Green Card or Permanent Resident Card
    - a military identification card
    - a school-issued student identification card
    - Employee Identification Card

- **Where You Live:** All borrowers must provide documentation that proves they live or own property in the City of Kyle or Hays County. Examples of accepted documents include:
    - a driver's license
    - a utility bill dated within the last 60 days
    - a tax bill from the current year
    - a rent receipt dated within the last 60 days
    - imprinted check or deposit slip
    - other document which verifies the individual physically resides or owns property in the City of Kyle or Hays County

Lost Cards

Card holders may request a replacement card for a fine of $2.00. The Kyle Public Library is not responsible for items that may be checked out on a lost or stolen Library Card. Card holders should report lost or stolen Library Cards immediately by calling the Kyle Public Library at 512-268-7411 and providing proper identification to have the card deactivated.

Expirations and Renewals

Kyle Public Library Card holders must renew their card and verify their address annually. The Library Director shall direct staff to verify addresses and collect applicable dues at time of renewal.

KYLE PUBLIC LIBRARY CARD APPLICATION

Card Type	● Adult ● Youth
Children under 18 may be issued a Youth Library Card. Children under 18 must apply for a Library Card in the presence of a parent or legal guardian with a valid Library Card or in the presence of a parent or legal guardian who provides the requisite documentation for a Library Card. Parents or legal guardians are responsible for any fines, fees, or overdue items checked out on a Youth Library Card.	

Card Holder Full Name (as shown on photo identification)

Parent/Guardian Full Name (if applying for a Youth Card)   Library Card No.

Address   City   Zip Code

Date of Birth   Email

Home   Cell

Phone

How would you like to receive account notifications (choose one):
- ● Phone call (default)
- ● E-mail
- ● Text message

Your account can be assessed online at kyle.biblionix.com by entering your card number and PIN. By default your PIN is the phone number corresponding to your account (omit area code and dashes). Here you can change your password, suggest books for purchase, place holds, renew your borrowed items, and further manage your account settings.

ACKNOWLEDGEMENT

I understand that I am financially responsible for all materials borrowed under this account and any balance accrued on it.

Card Holder Signature   Date

Parent/Guardian Signature (if applying for a Youth Card)   Date

OFFICE USE ONLY			
Card No.	**Adult/Youth**	**Card Type**	**Received By:**
	● Adult ● Child	● Resident ● Non-Resident	

Circulation Policies

Purpose

The purpose of this Circulation Policy is to establish clear guidelines for the borrowing and returning of KYLE PUBLIC LIBRARY (KPL) materials and apply them to all Kyle Public Library Card Holders who utilize the services and resources of the KYLE PUBLIC LIBRARY. By outlining these guidelines, this policy is designed to provide equitable access to resources, promote responsible use of KYLE PUBLIC LIBRARY materials and streamline the circulation process to benefit all patrons.

Borrowing Materials

Patrons must present their KYLE PUBLIC LIBRARY cards each time they check out materials or show a valid form of identification to the circulation desk for account lookup. Responsibility for children's selection of materials rests solely with their parent(s) or legal guardian(s).

Loan Periods, Limits, Renewals, and Holds

Borrowing loan period, renewal, and hold guidelines shall be limited in quantity and duration as outlined in the *KPL Circulation Guidelines Chart*.

KPL Circulation Guidelines Chart				
Eligible cardholders may have up to 25 items checked out at a time. At most, 10 of those 25 items can be DVDs.				
Materials	**Loan Period**	**Renewal Period and Frequency**	**Overdue Rates**	**Lost/Damaged Fee**
Books, Audiobooks on CD, Books on CD	21 Days	21 Days (2 Consecutive Renewals Allowed)	$.20 per day	Cost of Replacement plus a $5.00 processing fee.
CDs, DVDs and Blu-ray's	21 Days	21 Days (2 Consecutive Renewals Allowed)	$0.35 per day	Cost of Replacement plus a $5.00 processing fee.
Digital Materials: eBooks, Audiobooks, Movies	21 Days	21 Days (2 Consecutive Renewals Allowed)	N/A	N/A

Refer to the *Interlibrary Loan* policy for the loan period, renewal, and hold guidelines on interlibrary loan materials**.**

Item # 5

Refer to the *Library of Things* policy for the loan period, renewal, and hold guidelines of the Arts and Technology Center (ARTC).

Arts and Technology Materials (ARTC)				
Materials	**Loan Period**	**Renewal Period and Frequency**	**Overdue Rates**	**Lost/Damage Fee**
Beading Loom from Hobbyworker	1-2 weeks	1-2 weeks	N/A	Replacement Cost
Texas Instruments TI 84 Graphing Calculator	1-2 weeks	1-2 weeks	N/A	Replacement Cost
ACER Chromebook	1-2 weeks	1-2 weeks	N/A	Replacement Cost
Cricut Joy	1-2 weeks	1-2 weeks	N/A	Replacement Cost
Crochet Kit	1-2 weeks	1-2 weeks	N/A	Replacement Cost
WACOM Intuos Drawing Tablet	1-2 weeks	1-2 weeks	N/A	Replacement Cost
Hot Glue gun	1-2 weeks	1-2 weeks	N/A	Replacement Cost
Fender Acoustic Guitar: Learn to Play Kit	1-2 weeks	1-2 weeks	N/A	Replacement Cost
Leather Working Tools	1-2 weeks	1-2 weeks	N/A	Replacement Cost
Microscope	1-2 weeks	1-2 weeks	N/A	Replacement Cost
Sewing Machine	1-2 weeks	1-2 weeks	N/A	Replacement Cost
DVD Player	1-2 weeks	1-2 weeks	N/A	Replacement Cost
Digital Camera	1-2 weeks	1-2 weeks	N/A	Replacement Cost

Item # 5

Arts and Technology Center (ARTC)

Items available for checkout that are not a book or a CD are available from the *Kyle Public Library Catalog*. These items follow the circulation policies.

Only Kyle patrons may check out items from the ARTC.

The maximum number of items a patron may have on his account from ARTC is ##.

Overdue items will incur a fine of ##.

Lost or damaged items incur a replacement cost plus a $5.00 processing fee.

Returning Items

KYLE PUBLIC LIBRARY materials may be returned to the circulation desk during operating hours.

Return locations may include book drops outside operating hours for books, CDs, and DVDs.

ARTC materials must be returned to the Circulation Desk only.

KYLE PUBLIC LIBRARY items should be returned to the same condition as borrowed.

Overdue Materials and Fines

Materials will be considered overdue unless they are received by the due date. Items processed from the book drop will be considered returned at the time of retrieval by staff and processed at the circulation desk.

Reder to the *KPL Circulation Guidelines Chart* for the fee schedule for overdue materials.

Lost and Damaged Items

The KYLE PUBLIC LIBRARY card holder is responsible for all materials checked out on its KYLE PUBLIC LIBRARY (KPL) card. The KYLE PUBLIC LIBRARY cardholder is responsible for paying for any damaged or lost items.

KYLE PUBLIC LIBRARY staff will assess damaged items and consider them damaged if the material(s) is no longer suitable for circulation.

Items will be considered lost after 45 days past due.

Lost or damaged items incur a replacement cost plus a $5.00 processing fee.

Failure to pay or the damaged or lost item may result in the suspension of KYLE PUBLIC LIBRARY privileges until payment is received.

The KYLE PUBLIC LIBRARY Director may consider exceptions to the replacement cost or payment procedure based on extenuating circumstances or evidence provided by the patron.

Exceptions will be granted at the KYLE PUBLIC LIBRARY Director's discretion and evaluated case-by-case.

Holds and Transfers

Patrons may have up to 25 hold requests on physical materials at once. This includes Active/Pending requests, holds in transit, and items on the hold shelf.

Patrons may have up to ## Inter Library Loan (ILL) requests and ## open holds on eBooks, eAudiobooks, and eVideos.

Holds cannot be canceled if they are in transit or held at the Circulation desk at KYLE PUBLIC LIBRARY.

Blocked Accounts

Checkout and access to digital collections will be restricted if there are blocks on a patron's account.

Accounts are blocked for the following reasons:

- Expired card.
- The card was reported lost or stolen.
- Outstanding Fees over $##.
- Materials that are returned damaged or missing parts.
- The account was sent to debt collection.
- Address verification or correction needed.
- Phone correction is needed.
- Notice is returned or undeliverable. A Utility bill or first-class business mail postmarked to the new address within the last 30 days is required to remove the block.
- Duplicate account.
- Bankruptcy.
- Other problems or questions about the account must be resolved.

Claims Returned or Never Had

If a patron believes materials were returned that show overdue, a request to staff may be made to place a Claims Returned note on the account.

Items stay on Claims Returned for ## days from the due date.

While staff searches for the materials during this period, patrons may check out as normal.

Items not found after 60 days will be considered lost, and the KYLE PUBLIC LIBRARY will send a bill indicating the amount due. Patrons will have ## days to cure the bill before the account becomes locked.

Collection Agency

We kindly remind our valued adult library patrons that if an account reaches a balance of $ #.00 or more, it will be necessary to take some steps to ensure its resolution. After ## days of the total owed reaching $##.00, the account may be sent to KYLE PUBLIC LIBRARY's collection agency.

A $##.00 collection fee will be added to the account when it is sent to the collection agency to cover the administrative costs involved.

However, we want to make the process as smooth as possible for you. Once the account is settled to a balance of $0, all borrowing, auto-renewal, and online privileges will be reinstated promptly. Payments should be made directly to KYLE PUBLIC LIBRARY, not the collection agency, to ensure a seamless resolution.

Please note that while the collection agency will handle the sending of collection notices, all payments should be directed to the library for account clearance. Once the account is cleared, a "paid in full" letter will be generated to confirm that everything is resolved.

We understand that life can sometimes present challenges. If you have any questions or need assistance, our friendly staff is available to help. Thank you for being a part of our library community, and we look forward to continuing to serve your reading and learning needs.

Confidentiality of KYLE PUBLIC LIBRARY Records

At KYLE PUBLIC LIBRARY, we take the privacy of our patrons very seriously. As required by the Texas Public Information Act (Texas Government Code, Section 552.124), any library record that could identify a person who requested, obtained, or used a library material or service is considered confidential and not subject to disclosure, unless certain exceptions apply:

1. If disclosing the record is reasonably necessary for the operation of KYLE PUBLIC LIBRARY or our library system, the record is not confidential under other state or federal laws.

2. Under Section 552.023, access to a person's information may be provided to that person or their authorized representative, even if the information is otherwise protected from public disclosure.

3. Disclosure may occur to a law enforcement agency or a prosecutor under a court order or subpoena after demonstrating to a district court that such disclosure is necessary to protect public safety or if the record is evidence of an offense or indicates a particular person's involvement in an offense.

Please rest assured that we strictly adhere to these regulations to protect the confidentiality of our users. If you have any concerns about overdue materials or holds on your account, we will only share this information with people authorized by you. They will need to provide the barcode number of your library card, and in some cases, we may request identification in person to ensure the privacy of your account.

If you have any questions or need further clarification, our friendly library staff will gladly assist you. We value your trust and strive to maintain a safe and respectful environment for all our library users. Thank you for being a part of our library community!

Library Theft Law

Protecting the integrity of our library's materials is of utmost importance to us. Theft of library materials is a serious offense, and any such actions will be dealt with accordingly. We adhere to the Texas Penal Code, specifically section 31.03, which outlines the legal consequences for theft.

Library theft encompasses intentionally taking, carrying away, transferring, concealing, or retaining possession of any library material without the consent of a library official, agent, or employee, with the intent to deprive the library of possession of the material.

Evidence of intent to deprive the library of possession includes the concealment of library material beyond the last station for borrowing library materials within the library premises. Additionally, the discovery of library material that has not been borrowed through proper procedures or taken without consent, concealed upon a person or among their belongings, or concealed by a person upon another individual's belongings, is considered evidence of intentional concealment.

Suppose an official, adult employee, or library agent witnesses an attempt to steal library materials. In that case, they are required to contact law enforcement immediately and may detain the individual without using force for a reasonable period. The detained person shall be promptly informed of the purpose of the detention and allowed to make phone calls. Interrogation or searches will not be conducted against the detained person's will before the arrival of a peace officer who may then carry out a lawful interrogation.

If the gate alarm sounds while a patron is exiting the library, staff members are instructed to follow these procedures:

- Request the patron to return to the circulation desk.

- Politely explain that something might have been missed during scanning and ask for their receipt and stack of items.

- Compare the receipt to the library items.

- Scan and carry the items through the gate.

- Request the patron to walk through the gate again. If the alarm goes off and the patron carries a bag, inquire if they have any unchecked items. If theft is suspected, inform them that they must wait for the police.

- Staff members can exercise their judgment in cases where a patron is supposed to set off the alarm with keys or a metal plate but should ask the patron to wait if they are carrying a large bag or backpack and theft is suspected.

- In case of refusal, staff members will write down the person's name and a brief physical description and call a police officer.

Let us work together to create a safe and respectful environment for all library users.

Scraps:

An individual may check out 25 items per card simultaneously with a limit of ten (10) DVDs per card.

Books and audiobooks may be checked out for two (2) weeks with three checkouts per individual unless there are reserves on the item. Fines are $.15 a day. Penalties still apply if they are renewed after the original due date.

DVDs are $.30 a day with a one (1) week checkout. Three checkouts per individual are allowed unless there is a reserve on an item. Fines still apply if they are renewed after the original due date.

The maximum number of items a patron may have on his account is ##.

Books and Audiobooks, CDs, DVDs, and eBooks may be checked out for up to 21 days. (Current policy states 14 days).

KYLE PUBLIC LIBRARY cardholders may renew eligible items up to 2 times if no one else has placed a hold on the item.

The renewal period is the same length as the initial loan period.

KYLE PUBLIC LIBRARY cardholders may have up to 25 hold requests at any time.