

# TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

**Category:** Materials  
**Policy Number:** 610  
**Title:** The TRAC Card

## **Policy Statement:**

The Town of Two Hills Public Library Board will issue The Regional Automation Consortium (TRAC) card.

## **Guidelines and Procedures:**

### **1. Membership:**

- 1.1 Patrons will be issued
- 1.2 Should a card be lost or stolen, its loss should be immediately reported to the home library.
- 1.3 Any change of address should be reported to all libraries being used.

### **2. Borrowing Rights:**

- 2.1 The TRAC Card may be used to borrow materials at any participating library at no additional charge. It is the patron's responsibility to become familiar with the loan conditions of the borrowing library and conform to their policies and rules.
- 2.2 The borrower is responsible for any materials borrowed and for any fines incurred. Loss or damage should be reported to the lending library.
- 2.3 Borrowed items may be returned to any library that participates in the TRAC program.

### **3. Extended Reference Services and Interlibrary Loans:**

- 3.1 Patrons holding a TRAC Card should request extended reference services and interlibrary loan services at their home library.

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Date Approved: November 14, 2012

Date to Review: March 18, 2023