

LIBRARY CARDS, GEOGRAPHICAL SERVICE AREA AND ELIGIBILITY FOR BORROWING

PURPOSE

A core service of the library is the loan of materials. The library does this by maintaining a database of registered borrowers and giving patrons in good standing access to the collections of the West Feliciana Parish Library and the collections available through LoanShark, Louisiana's statewide interlibrary loan system. In providing borrowing privileges, the library promotes the use of materials and ensures the rights of borrowers.

3.1 LIBRARY CARD ELIGIBILITY: See also Appendix A. Types of Library Cards

Anyone, regardless of age, who lives, owns property, or works in West Feliciana Parish (WFP) may apply to borrow materials from the West Feliciana Parish Library (WFPL) free of charge. If residency cannot be established, residents may opt for an eLibrary Card (see 3.2.4. eLibrary Cards) and upgrade to a standard card when able. Visitors may apply for a temporary card (see 3.2.3 Temporary Card).

- a) **Residents** of WFP must present verification of identity (photo ID) with current WFP residence or ownership address in order to receive a WFPL card. A photo ID is sufficient if it is valid (not expired) and has a current address. Otherwise, the patron must present separate documentation to verify their current address.
- b) **Nonresidents** of West Feliciana Parish, such as those who work West Feliciana Parish, must present verification of identity (photo ID), current address, and documentation that supports working in West Feliciana Parish.

The following are acceptable forms of photo identification:

1. Valid (not expired) ID, Louisiana Department of Motor Vehicles ID, permit or official LA Wallet Digital Driver's License.
2. Current passport, military ID with name, or government-issued picture ID.
3. State-issued valid (not expired) Driver's License.

The following are acceptable verifications of current address or WFP property ownership:

1. First-class business mail postmarked within the last 30 days.
2. Lease agreement signed by current landlord.
3. Current insurance card if it includes current address.
4. Utility bill postmarked within the last 30 days.
5. Property tax receipt.

The following are acceptable verifications for non-residents who are working in West Feliciana Parish and are used in addition to picture ID and proof of address:

Current pay stub.

3.2 TYPES OF LIBRARY CARDS: See also Appendix A.

3.2.1. Adult Card

- a) All residents age eighteen (18) and older who reside, work in, or own property in West Feliciana Parish are eligible for an Adult Card.
- b) Responsible for all items borrowed and any fees incurred on their account.
- c) Library cards will expire every three (3) years. Must pay any outstanding balances and provide proof of current address in order to renew card.
- d) Emancipated minors may register for an Adult Card. Emancipated minors must provide documentation for their status and their own identification.
- e) Juvenile Card converts to Adult Card on eighteenth (18th) birthday.

3.2.2. Juvenile Card

- a) All residents age seventeen (17) and under may have their own Library card, but must have parent's or guardian's signature on their Library Card Application. The adult responsible must also have a library card account in good standing or apply for an adult card at the same time.
- b) Juvenile must reside with the parent or guardian who meets the eligibility requirements.
- c) A juvenile who resides in two households may hold only one library card. The parent or guardian of the household of primary residence provides address verification.
- d) By signing the Library Card Application, parents/guardians acknowledge responsibility for the items borrowed, fees incurred, and selection of materials.
- e) Only the child and the parent or guardian of the child may change the information on the child's account, or have access to information about the child's account, including materials checked out.
- f) Account expires every three (3) years. Parent or guardian must pay any outstanding balance and provide proof of current address in order to renew card for another three (3) years.

3.2.3. Temporary Card

- a) Visitors to the Parish who will be temporarily residing may receive a free card upon completion of a Library Card Application.
- b) A temporary cardholder is defined as a person who has been or will be residing in West Feliciana Parish for less than three (3) months.
- c) Temporary cards may also be given to residents who do not have acceptable verification of current address or West Feliciana Parish property ownership. A temporary account will convert to appropriate account type when patron shows proof of residency.
- d) Temporary cardholder is responsible for all items charged on their account. Account expires after three (3) months. Once temporary card expires, cardholders must pay any unpaid balance and provide proof of current address in order to convert temporary card to a standard card.
- e) Temporary cardholders are limited to two (2) items on their card at any given time and are not eligible for Interlibrary Loan (ILL) service.

3.2.4. eLibrary Card

- a) All residents age eighteen (18) and older who reside, work in, or own property in West Feliciana Parish who would like access to digital resources **only** may apply for an eLibrary Card.
- b) If an eLibrary Card patron wishes to check out physical materials, they will need to provide the documentation needed for a standard card. Once a standard card is issued, it replaces the eLibrary Card.
- c) Residents may not have both a standard card and an eLibrary Card.
- d) eLibrary cards will expire every three (3) years.
- g) All residents age seventeen (17) and under may have their own eLibrary card, but must have parent's or guardian's signature on their Library Card Application. By signing the Library Card Application, parents/guardians acknowledge responsibility for their child's selection of materials.

3.2.5 Teacher Card

All West Feliciana Parish teachers, or WFP residents employed as a teacher in adjoining parishes, are eligible for a Teacher Card.

- a) Must show proof of employment as a teacher.
- b) Responsible for all items borrowed and any fees incurred on their account.
- c) Account expires every year.

3.2.6 Senior Citizen Card

All residents age eighteen (55) and older are eligible for a Senior Card.

- a) Responsible for all items borrowed and any fees incurred on their account.
- b) Account expires every three (3) years.

3.2.7 Outreach Card

All residents who oversee: Daycares, Nursing Homes, Assisted Living Facilities, or similar facilities are eligible for an Outreach Card.

- a) Must show proof of employment as head of the facility or similar capacity.
- b) Responsible for all items borrowed and any fees incurred on their account.
- c) Account expires every year.

3.3 IN ABSENCE OF A VALID LIBRARY CARD

Cardholders who do not have their library card with them, may present valid photo ID and check out as normal. If the photo ID does not have an address, staff will ask the cardholder to verbally confirm the address and birthdate on the account.

3.4 LOST OR STOLEN CARDS

- a) Cardholders are responsible for notifying the library if their card is lost or stolen.
- b) Cards reported lost or stolen are deactivated immediately.
- c) Cardholders are responsible for any materials borrowed until it is reported lost or stolen.
- d) A police report may be required before the cardholder's account will be cleared.
- e) Lost or stolen cards are not reactivated.
- f) Lost or stolen cards presented for use are destroyed. A new library card must be issued.
- g) The cost for a lost card is \$1.00. There is no cost for a stolen card.

- h) All fine, checkouts, or loans attached to the lost or stolen card will be transferred to the new card.

3.5 DAMAGED AND WORN CARDS

Cards that are unusable due to wear or damage will be replaced at no charge.

3.6 LOAN PERIODS, ITEM LIMITS, RENEWALS, FINES, BY ITEM TYPE: See Appendix B.

3.7 BORROWING LIMITATIONS

- a) Reference or other Reserve materials do not circulate outside the library building.
- b) Interlibrary Loan books may be renewed only within loan period dictated by owning Library.
- c) Patron's account is automatically blocked from further borrowing when policy is not followed.
- d) If Interlibrary Loan book, audiobook, or in any other format has a high value a deposit may be charged per item. This deposit will be levied at the discretion of the ILL staff, with the backing of the Library Director.
- e) Patron's account will be frozen by the system automatically when item limits or fine ceilings are reached.