

Natchitoches Parish Library

Circulation Policy

Registration

Natchitoches Parish Library borrower cards are free of charge to individuals who reside, own property, or work in Natchitoches Parish.

CHILDREN'S CARDS:

Children who are able to write their first and last names and are under the age of 13, may apply for a juvenile library card with signed parental or guardian approval. The parent/guardian will be responsible for any materials checked out on their child's library card. Juvenile patrons are restricted to ten (10) items total. They may check out up to five (5) juvenile magazines, but the total items may not surpass ten (10). Juveniles **MAY NOT** check out any adult or audiovisual materials. Because of the high cost and delicate nature of electronic and mechanical equipment and also because of the possibility of the access of inappropriate materials, children age 17 and under will be required to have signed parental permission before accessing the workstations and the internet. Borrowers must present their library card when checking out materials. Overdue items must be returned before any new items can be checked out.

In the event that a card is lost, a replacement card will cost \$3.00. If the patron presents an accident or police report, the cost will be waived.

YOUNG ADULT CARDS:

Young adults, ages 13-17, may apply for a young adult library card with signed parental or guardian approval. The parent/guardian will be responsible for any materials checked out on the young adult's card. Young Adults may not check out audiovisual materials, laptops, or wireless internet devices (WiFi), or use our Interlibrary Loan (ILL) system. Young Adults are limited to fifteen (15) items total checked out.

LSMSA students may apply for a young adult library card (special user status: LSMSA) with signed parental or guardian approval. The parent/guardian will be responsible for any materials checked out on the young adult's card. Young Adults may not check out audiovisual materials, laptops, or wireless internet devices (WiFi), or use our Interlibrary Loan (ILL) system. Young Adults are limited to fifteen (15) items total checked out.

Because of the high cost and delicate nature of electronic and mechanical equipment and also because of the possibility of the access of inappropriate materials, young adults, ages 17 and under, will be required to have signed parental permission before accessing the workstations and the internet.

Borrowers must present their library card when checking out materials. Overdue items must be returned before any new items can be checked out.

In the event that a card is lost, a replacement card will cost \$3.00. If the patron presents an accident or police report, the cost will be waived.

STUDENT CARDS:

NSU, NSU Scholars' College, and BPCC at NSU students must present a valid driver's license or official identification (i.e. passport, military ID, state issued ID) with current address when applying for a Natchitoches Parish Library student card. Student cards have all privileges of an adult card with the exception of Interlibrary Loan (ILL), laptop and wireless internet devices (WiFi) checkout, and a checkout limit of fifteen (15) items total. ILL is provided to them through NSU's Watson Library. Student borrowers are responsible for all items charged on his/her card. Borrowers must present their library card when checking out materials. Overdue items must be returned before any new items can be checked out.

In the event that a card is lost, a replacement card will cost \$3.00. If the patron presents an accident or police report, the cost will be waived.

ADULT CARDS:

Adults, ages 18 and over, must present a valid driver's license or official identification (i.e. passport, military ID, state issued ID) with current address when applying for a Natchitoches Parish Library card. Adult borrowers are responsible for all items charged on his/her card. The reference information on the application must be someone living in Natchitoches Parish but not at the same address as the applicant. Borrowers must present their library card when checking out materials. Overdue items must be returned before any new items can be checked out.

In the event that a card is lost, a replacement card will cost \$3.00. If the patron presents an accident or police report, the cost will be waived.

SENIOR CARDS:

Adults, ages 65 and over, must present a valid driver's license or official identification (i.e. passport, military ID, state issued ID) with current address when applying for a Natchitoches Parish Library senior card.

Benefits of being a senior adult library card holder include:

- Four (4) week checkout period on books, audiobooks, and Playaways.
- Two (2) week checkout period on videos.
- No overdue fines on books, audiobooks, or Playaways.

The checkout period for laptops, wireless Internet devices, Playaway Launchpads and Views, and Halloween costumes will remain the same as for an adult borrower. Although senior adult borrowers do not accrue fines on books, audiobooks, or Playaways, fines can and will accumulate on overdue videos, laptops, wireless Internet devices, Playaway

Launchpads and Views, and Halloween costumes. Senior adult borrowers are responsible for all items charged on his/her card. The reference information on the application must be someone living in Natchitoches Parish but not at the same address as the applicant. Borrowers must present their library card when checking out materials. Overdue items must be returned before any new items can be checked out.

In the event that a card is lost, a replacement card will cost \$3.00. If the patron presents an accident or police report, the cost will be waived.

TEMPORARY RESIDENT CARDS:

Temporary residents may borrow materials for the normal loan period after paying a one-time fee of \$5.00. Temporary residents are defined as those persons who have been or will be residing in the parish for less than six (6) months. Temporary residents have all privileges of an adult card with the exception of Interlibrary Loan (ILL) and laptop and wireless internet devices (WiFi) checkout. Positive identification and address verification is required. Borrowers must present their library card when checking out materials. Overdue items must be returned before any new items can be checked out.

In the event that a card is lost, a replacement card will cost \$3.00. If the patron presents an accident or police report, the cost will be waived.

A person who becomes a permanent resident may request a refund of the \$5.00 by presenting the original receipt or an acknowledgement must be shown in the receipt book.

Circulation of materials

- Books and magazines check out for a three-week period (21 days), including books on reserve, bestsellers, and popular books.
- Books and magazines may be renewed in person or by telephone for an additional 14 days, unless another patron is on a waiting list for the item. Items may be renewed only once.
- Audiobooks and Playaways check out for a three-week period (21 days). Audiobook checkouts are limited to 6 per adult patron.
- Audiobooks may be renewed in person or by telephone for an additional 14 days, unless another patron is on a waiting list for the item. Items may be renewed only once.
- Videos check out for a one-week period (7 days). Video checkouts are limited to 6 per adult patron. Videos may NOT be renewed.

- Playaway Launchpads and Views check out for a one-week period (7 days). Launchpad and View checkouts are limited to 1 per adult patron. Launchpads and Views may NOT be renewed.
- Laptops and Wireless Internet Devices (WiFi) check out for a three-day period. Laptops and Wireless Internet Devices (WiFi) are limited to 1 of each per family, may only be checkout by adult patrons, and may NOT be renewed. Please see the Laptop and Wireless Internet Devices (WiFi) Policy for detailed information.
- Costumes check out for a six-week period (42 days). Costumes are limited to 2 per adult patron. Costumes may NOT be renewed.
- Bicycle locks are available for a one-day check out.
- Adult patrons are limited to five (5) Inter-Library Loan (ILL) items checked out.
- The Library has a projector and screen available for check out. The person borrowing this equipment must have an adult library card in good standing. Check out is for one day; overdue fees are \$5.00 per day.

Confidentiality of Library Records

The library recognizes that its circulation records and other records identifying the names of library users with specific materials are confidential. However, circulation records will be made available when necessary for the reasonable operation of the library; upon consent of the user, the parent/guardian or a minor child; or pursuant to a subpoena, court order, or where otherwise required by law.

Fines & Fees

The library system will acknowledge material as being overdue on the day after the due date.

The Natchitoches Parish Library Board of Control establishes the fines and fees that apply to library use.

Fines

A fine of five (5) cents per day per item is charged for overdue library books and magazines. The maximum fine charged for each item is \$1.00.

A fine of \$1.00 per day per item is charged for overdue audiovisual materials (videos and audio books). The maximum fine charged for each items is \$5.00 per item.

No fines will be collected on the bookmobile or schoolmobile due to safety reasons concerning money being carried on these vehicles.

No fines will be charged to juvenile patrons, ages 0-12 years. Young adults, ages 13-17, will be charged as adults.

No fines are charged for scheduled library system closings or for days the library system closes due to inclement weather or for an emergency.

Patrons with outstanding fines or fees of more than \$5.00 will be asked to pay all money owed before they can check out. Patrons with outstanding fines or fees of \$5.00 or less will be advised of their balance and will be asked to pay their balance on their next visit.

A book drop at the entrance to the library is available for convenience in returning library materials. Use of the book drop does not cancel overdue fines.

Fees

Patrons are responsible for all materials checked out on their library account, and are liable for damages that may occur to library materials. Patrons will be charged the replacement cost for materials that are lost or seriously damaged. Patrons are liable for the purchase price of AV materials should any part of the material be lost, damaged, or not returned to the library.

Refunds will not be issued for payments for lost items.

Patrons must report a lost or stolen library card PRIOR to any unauthorized use to avoid being liable for any materials checked out, lost, damaged, or not returned to the library.

Long overdue items outstanding on a patron's account will periodically be converted to "Lost Items" and the patron's account charged accordingly as part of system maintenance.

The charge for fax service is \$1.00 per page, not including the cover sheet (sending and receiving).

Photocopies and computer printouts charges are as follows:

Black and white--letter or legal paper--\$0.15 per page.

Black and white--11"x17" paper--\$0.25 per page.

Color--letter or legal paper--\$0.50 per page.

Color--11"x17" paper--\$0.75 per page.

The library reserves the right to adjust printing rates as necessary to cover printing costs without immediate revision of this policy. Patrons are responsible for all copying and printing mistakes.

Laminating services are 25¢ per foot.

USB (jump/thumb) drives may be purchased for \$6.00 each.

Ear buds may be purchased for \$2.00 per set.

Charges for damaged and lost items, including processing fees, will be determined by the Director or an Administrative staff member. This includes, but is not limited to, barcode replacement, missing pieces, torn pages, etc.

Interlibrary Loan (ILL) service is free, except when photocopies are ordered from another library. The provider of services and not the Natchitoches Parish Library System sets the prices for these charges.

A fee of \$3.00 is charged to the patron for replacing a borrower's card.