



## **Circulation Policy**

### **A. 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 shall 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 shall be required to have signed parental permission before accessing the workstations and the internet. Borrowers shall present their library card when checking out materials. Overdue items shall 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 shall 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 shall 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 shall 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, shall be required to have signed parental permission before accessing the workstations and the internet.

Borrowers shall present their library card when checking out materials. Overdue items shall 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 shall be waived.

**STUDENT CARDS:**

NSU, NSU Scholars' College, and BPCC at NSU students shall 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 shall present their library card when checking out materials. Overdue items shall 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 shall be waived.

**ADULT CARDS:**

Adults, ages 18 and over, shall 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 shall be someone living in Natchitoches Parish but not at the same address as the applicant. Borrowers shall present their library card when checking out materials. Overdue items shall 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 shall be waived.

**SENIOR CARDS:**

Adults, ages 65 and over, shall 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.

The checkout period for laptops, wireless Internet devices, Playaway Launchpads and Views, and Halloween costumes shall remain the same as for an adult borrower.

Although senior adult borrowers do not accrue fines on books, audiobooks, Playaways, or videos, fines can and shall accumulate on overdue 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 shall be someone living in Natchitoches Parish but not at the same address as the applicant. Borrowers shall present their library card when checking out materials. Overdue items shall 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 shall 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 shall present their library card when checking out materials. Overdue items shall 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 shall 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 shall be shown in the receipt book.