

## **Lafayette Public Library (LPL) Library Card Policy (Proposed Revision Feb. 20, 2017)**

Individuals wishing to use library facilities and services must have a valid library card and be in good standing with the library (i.e., no lost or damaged charges on their account). The library offers several types of library cards.

### **A) Full-Service Library Cards**

Lafayette Parish Full-Service Cards are issued to anyone who works, attends school, or lives in Lafayette Parish. Proof of residency, employment, or school attendance in the parish is required.

Full-service cards enable patrons to:

- borrow library materials in accordance with material type restrictions.
- use library computers in compliance with the LPL electronic resources policy.
- use makerspace equipment in compliance with LPL makerspace policy.
- have full access to all library electronic resources.
- request library materials and use Interlibrary Loan Services.
- use library facilities in accordance with library policies.

**Children:** Children from birth to 8th grade are issued their own library cards. For a full-service card, a child's parent, stepparent, grandparent, or legal guardian must apply for the card and provide current proof of residency, employment, or attendance of school in Lafayette Parish. The child and guardian must be present when applying for the card, and the adult must present photo identification. Exceptions are made for homebound parents or children and specific groups with prior library permission.

**Adults:** Individuals from the 9th grade and above may get a library card on their own recognizance. In the summer before they enter high school, eighth graders may apply for a full-service card without a parent being present. The individual must provide current proof of residency, employment, or attendance of school in Lafayette Parish. The patron must apply for the library card in person and provide photo identification. Exceptions are made for homebound individuals or specific groups with prior library permission.

### **B) Bayouland Full-Service Reciprocal Borrower Cards**

These are full-service cards issued to residents of other parishes within the Bayouland Library System that have valid cards from the parish in which they reside. Individuals (adults and children) must present photo identification along with their resident parish library card. The Bayouland Library System libraries outside of Lafayette include: Acadia Parish, Allen Parish, Iberia Parish, St. Martin Parish, St. Mary Parish, Vermilion Parish and the Opelousas-Eunice Library.

Original policy approved by Lafayette Public Library Board of Control Jan. 22, 1996, amended August 19, 2002.

Revised policy approved by Lafayette Public Library Board of Control May 21, 2007.

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### LIMITED-USE LIBRARY CARDS

Limited-use library cards are issued to individuals who do not qualify for a full-service card as a resident of the parish nor for a reciprocal borrower's card.

#### C) Computer Use Only Cards

These cards do not require identification, current proof of residency, employment, or attendance of school in Lafayette Parish. The cards do not have borrowing privileges. Children may apply for their own limited-use card without a guardian present.

Computer Use Only Cards enable patrons to:

- use library computers in compliance with the LPL electronic resources policy.
- have access to library electronic resources.
- use makerspace equipment in compliance with LPL makerspace policy.
- use library facilities in accordance with library policies.

\*\*The library recommends that individuals visiting the area for less than 5 days, but who need to use a library computer, request a daily guest pass in lieu of a library card. Guest users are subject to all library policies including the Patron Behavior Policy and Electronic Resources Policy.

#### D) Temporary Borrower Cards

Individuals who do not qualify as a resident of the parish, nor for a reciprocal borrowing card, but would like to borrow material, may purchase a card for a refundable fee of \$20. The patron must apply for the library card in person and provide photo identification. This card has limited privileges for borrowing materials and using library services. The fee is refunded in full when all items and card are returned with no outstanding charges.

Temporary cards enable patrons to:

- borrow up to 10 items from any LPL location in accordance with material type restrictions. Interlibrary Loan Service is not available.
- use library computers in compliance with the LPL electronic resources policy.
- use makerspace equipment in compliance with LPL makerspace policy.
- have access to library electronic resources.
- use library facilities in accordance with library policies.

Other exceptions to the library card policy may be made by library administration or department heads on a case-by-case basis.

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Patrons issued library cards agree to these terms:

- must follow library rules.
- must pay all fines and fees owed for overdue, lost, or damaged library material.
- must promptly report loss of card or change of name, address, phone number, or Email address.

Library cards are issued free of charge. However, there is a fee charged for any type of replacement card. Patron must show photo identification to obtain a replacement card. Replacement cards are only issued to patrons in good standing with the library (i.e., no lost or damaged charges on their account).

Card privileges may be revoked by the Library Director for these reasons:

- violations of library policies, including the Electronic Resources Policy or Patron Behavior Policy.
- excessive fines, lost or damage charges, or overdue items on account.
- falsification of information in the patron's record.

The library will use the personal information provided by patrons solely for library use only. The library does not give or sell its list of account holders to other organizations. Library registration records are subject to the provisions of Louisiana State Law R.S. 44:13.

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