

## **Lafayette Public Library (LPL) Library Card Policy**

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.

As used in this Policy, the following terms shall have the following meanings:

1. “Adults” means individuals 18 years or older of age or individuals under 18 years of age who have been fully emancipated, emancipated by marriage, or have limited judicial emancipation with the capacity to make certain juridical acts.
2. “Children” means individuals under 18 years of age who have not been fully emancipated, emancipated by marriage, or have limited juridical emancipation without the capacity to make certain juridical acts.
3. “Digital content” means any book, e-book, audiobook, video book, essay, newspaper, magazine, film, or any other library material that is provided in a digital format.
4. “Sexual conduct” means any of the following:
  - a. Masturbation or lewd exhibition, actual, simulated, or animated, of the genitals, pubic hair, anus, vulva, or female breast nipples.
  - b. Sadomasochistic abuse, meaning actual, simulated, or animated, flagellation, or torture by or upon a person who is nude or clad in undergarments or in a costume that reveals the pubic hair, anus, vulva, genitals, or female breast nipples, or in the condition of being fettered, bound, or otherwise physically restrained, on the part of one so clothed.
  - c. Actual, simulated, or animated touching, caressing, or fondling of, or other similar physical contact with, a pubic area, anus, female breast nipple, covered or exposed, whether alone or between humans, animals, or a human and an animal, of the same or opposite sex, in an act of apparent sexual stimulation or gratification.
  - d. Actual, simulated, or animated stimulation of a human genital organ by any device whether or not the device is designed, manufactured, or marketed for that purpose.
  - e. Actual, simulated, or animated ultimate sexual acts, whether between human beings, animals, or a human being and an animal.
5. “Sexually explicit material” means textual, visual, or audio material, produced in any medium that depicts or describes sexual conduct.

### A) Full-Service Cards

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.

Full-Service Cards are issued to individuals who work, attend school, or live in Lafayette Parish. Proof of residency, property ownership, employment, or school attendance in the parish is required.

All adults applying for library cards must present photo identification. Exceptions are made for homebound individuals or specific groups with prior library permission.

A child's guardian must be present when applying for their child's library card. At the time of application, the child's guardian must select whether the child is permitted to check out material physically available in the library which, in accordance with X. of the Collection Development Policy has been identified as sexually explicit material. The child's guardian must also select whether the minor is permitted to check out digital content.

#### B) Out-of-Parish Full-Service Cards

Individuals who do not work, attend school, or live in Lafayette Parish, but would like to borrow library material may purchase a card for a non-refundable \$20.00 fee per year. This card expires after one year.

The adult or child accompanied by a guardian must apply for the library card in person and provide photo identification.

#### 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 are limited use cards and do not provide patrons with borrowing privileges. Children may apply for their own limited-use card with 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.

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

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 to eligible persons. However, there is a fee charged for any type of replacement card. Patrons 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 Revised Statute R.S. 44:13.

*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. Revised policy approved by Lafayette Public Library Board of Control February 20, 2017 Amended by Lafayette Public Library Board of Control June 4, 2018*

*Amended by Lafayette Public Library Board of Control June 22, 2022 to eliminate free library cards for Bayouland Library System cardholders.*

*Amended by Lafayette Public Library Board of Control on February 15, 2023 to provide optional restricted library card for children.*

*Amended by Lafayette Public Library Board of Control on December 18, 2023 to comply with La. R.S 25:525.*