

## **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.

### **A) Full-Service Adult Cards** (adult is defined as those 18 years of age and older, in accordance with Louisiana State Law)

Lafayette Parish Full-Service Cards are issued to anyone who works, attends school, or lives in Lafayette Parish. Proof of residency, property ownership, 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/Minors** (persons under 18 years of age, in accordance with Louisiana State Law) 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.

Parents or guardians may opt for their children to be issued a restricted card that cannot checkout adult materials.

Sexually explicit materials shall not be included/shelved in the Children's Collection.

**Adults** (defined herein as 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) Out-of-Parish Full-Service Borrower Cards**

Individuals who do not qualify as a resident per Section A, but would like to borrow material may purchase a card for a non-refundable \$20.00 fee per year. This card expires after one year. The patron must apply for the library card in person and provide photo identification.

## LIMITED-USE LIBRARY CARDS

Limited-use library cards are issued to individuals who do not qualify for a full-service.

### 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 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. 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.

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.