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**Evangeline Parish Library Circulation Policy**

**Reviewed and Approved by the**

**Library Board of Control, April 28, 2009**

**Age for Adult Library Card Revised October 2012 in accordance with Library Board decisions to make “Adult” 18 and up (Library Board meeting, Sept. 19, 2012)**

The Evangeline Parish Library in February 2009 upgraded to a new automated library system. The following policy has been developed in connection with this upgrade:

**Library Cards:** The library offers adult, juvenile, institution, and teacher cards. The first card is free, except for non-resident (out of parish address) cards, which are \$3.

Replacement cards are \$3 for ALL card holders.

Patrons wishing to receive a library card must fill out an application at the library. Adults are required to present a current photo ID (if ID is not current, a piece of U.S. mail showing current address or other satisfactory proof of residence is also required). Patrons must be 18 or older to get a card without a parent or guardian's written permission.

Children younger than 18 must have a parent or guardian sign for the library card. If the card becomes lost, the child will be allowed to purchase a replacement child's card without additional parental signature.

R-rated DVDs or VHS tapes will not be checked out to children or on children's library cards.

Library cards from the Evangeline Parish Library are required to check out items, request items through Interlibrary Loan, or use the public access computers (for computer use some visitor pass exceptions apply). Cards are also necessary to access licensed databases through the library's website, to place holds on items or request or renew items online, etc.

**Each child who will be using the library on his or her own (children 12 and up) will need his or her own library card, with signed Internet permission if the child will be using computers at the library without the supervision of his or her parent or guardian. Parents and guardians are welcome to also get cards for younger children. We will issue library cards for children of any age, with the parents' signed permission.**

Cards are valid for **one year**, after which time they must be renewed at the library or by phone. Renewal allows the library to update addresses, phone numbers, email addresses, etc.

**LOST OR STOLEN CARDS SHOULD BE REPORTED TO THE LIBRARY AT ONCE. PATRON WILL BE RESPONSIBLE FOR ANY DEBTS INCURRED ON THE CARD BEFORE ITS LOSS WAS REPORTED.**

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When a card is reported as lost or stolen, the library staff will immediately place a permanent stop on the card so that the card can no longer be used. This stop cannot be reversed if the card is subsequently found.

**Confidentiality: Except by order of a court of law or with signed written permission of the patron,** the library staff cannot discuss a patron's library account with anybody else. A child's account may be discussed with his or her parent or legal guardian but not with siblings, teachers, etc. Please do not ask any staff member to break this rule—they cannot.

**Time Limits: Books and most other items check out for 14 or 21 days, depending upon demand. Movies check out for 7 days. Boxed sets of television series without separate cases check out for 14 days. Please return popular items as soon as possible.**

[ Note of warning: VHS tapes and DVD's check out with only one renewal allowed, and the fine for late VHS tapes and DVD's is sixty-five cents per day. If a disc is missing from a returned multiple DVD set, patron will be billed for the cost of replacing the entire set.]

**In Library Use Only:** Microfilms, reference books, pamphlets, and some other miscellaneous items are for use within the library only. Microfilm is available at the main library (Ville Platte) only.

**Deposits:** Test preparation books can be checked out but have a \$12 deposit required. The deposit will be refunded by check within 2 weeks of the item's return in good condition. **If the item is returned late, late fines will be deducted from the refund.**

#### **Maximum Number of Items allowed for checkout:**

**At any given time, a patron may have no more than 10 items checked out.** In addition, different types of items have limits. These are as follows:

- 1) Books: no more than 10 (3 renewals allowed if nobody is waiting for the item)
- 2) Audio books: no more than 5 (3 renewals allowed if nobody is waiting for the item)
- 3) Magazines: no more than 10 (3 renewals allowed if nobody is waiting for the item). Note: the most current issue of each magazine is restricted to IN LIBRARY USE ONLY.
- 4) Videos/DVDs: no more than **3 of each type** (but only ONE DVD rather than three if it is a boxed set). This limit applies to families/households also.

A patron's checkout ability will not be limited by the checkouts of other members of the patron's household. However, families and households are asked to limit the whole household to 3 VHS tapes AND 3 DVD's at a time. The size of our video collection is very limited, and for fairness to all patrons this restriction is necessary.

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**Warning:** Parents, please be aware that library cards will no longer be linked together by family groups. This means that you will need to monitor carefully how many items each family member checks out. With the new system there is no specific item limit per household, with the exception of DVD's and VHS tapes. This could lead to more lost items and more costly fines, so please monitor the family's library use.

Teachers can apply for a special teacher's card which will allow them to check out up to 20 books at a time. However, nobody will be allowed to check out at the same time all the items the library may own on one particular topic.

Parents who home school their children can also apply for a teacher's card.

Institutions (correctional centers, daycares, etc.) can apply for a special institutional card which will allow them to check out higher numbers of books than other patrons.

For more information about teacher and institutional limits, please contact the circulation manager, branch manager, or library director.

**Renewing items:** Items may be renewed in person, by phone, or online with your library card number and password. New due dates are from the date renewed, not the date the material was previously due. We recommend renewing one day prior to the due date in case there are problems. Items cannot be renewed once they are overdue.

**Blocked renewals:** Renewals will be blocked if:

- 1) There are outstanding fees or fines on the card of \$5 or more.
- 2) The material is overdue.
- 3) The library card has expired or will expire prior to the new due date.
- 4) There is a request/reserve by other library patrons for the item.
- 5) The item has exceeded the maximum number of renewal times. (Note: Videos and DVD's are allowed only one renewal.)

**Maximum Fines:** The maximum fine per item will be \$10, regardless of the type of item. Please note that this is per item, not per library card.

**Fine schedule:** Books and most other items accrue fines at the rate of ten cents per day. Videos and DVD's accrue fines at the rate of sixty-five cents per day.

**Failure to receive notifications that items are overdue does not relieve the borrower of the responsibility to pay the fines/fees. Borrowers are urged to keep their receipts and note the due dates on them.**

**Lost or Damaged Items:** Items are billed at actual cost, plus a \$2 processing fee and late fees. In cases where the actual cost is not available, the default cost is \$15 per item, plus processing fee and late fees. When the lost item is paid for, the late fees will be waived.

**Note: Once a patron has paid for an item, it becomes the property of the patron. If the patron finds the lost item within 90 days after payment, the patron can return the item, and receive a refund for the cost, but not for the processing fee. After 90 days the patron will not be given a refund. Refunds are not granted if the returned item is not in satisfactory condition. Note that for DVD boxed sets for refund, all discs must be returned in satisfactory condition.**

**Patron accounts online:** Patrons can check their address information, see the items currently checked out and their due dates, view the fines/fees on their account, and see their current requests for items. They can request items online and renew items online. To do so, they will need their library card number and their password. The password will be set initially as the last four digits of the patron's telephone number. The patron can then change the password online. For security the patron should change the password promptly.

**Note:** Patrons cannot place Interlibrary Loan requests online. Patrons also cannot pay fines and fees online.

**Requesting an Item:** Patrons can request an item and can indicate at which library branch they would like to pickup the item. The pickup branch will notify the patron when the item is available for pickup.

Some items cannot be requested. Patrons will not be able to request materials if any of the following situations apply:

- 1) The patron already has placed a request on this same record. This rule prevents multiple duplicate requests.
- 2) The patron owes \$5 or more.
- 3) The patron's library card has expired.
- 4) No requests are allowed for the particular item (item does not check out).

**Setting up email notification:** Patrons who wish to be notified by email must ensure that an accurate and current email address for them is on file. Patrons also should ensure that their email provider is not treating emails from the library as spam and blocking the address. If a patron does not provide an email address, all notifications will be by phone or regular mail.

Library email addresses for the circulation system currently are as follows:

Main library: [evangelinlibrary@yahoo.com](mailto:evangelinlibrary@yahoo.com)

Basile branch: [basilelibrary1@yahoo.com](mailto:basilelibrary1@yahoo.com)

Chataignier branch: [chatlibrary1@yahoo.com](mailto:chatlibrary1@yahoo.com)

Mamou branch: [mamoulibrary@yahoo.com](mailto:mamoulibrary@yahoo.com)

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Pine Prairie Prescott branch: [pineprairielibrary@yahoo.com](mailto:pineprairielibrary@yahoo.com)

Turkey Creek branch: [evangelinelibrary@yahoo.com](mailto:evangelinelibrary@yahoo.com)

Email notifications will typically come from the main library, but the patron's home branch will receive a cc notice. Patrons can also contact their home branch directly by using the branch's email address.

**Failure to receive notifications that items are overdue or being billed as lost/not returned does not relieve the borrower of the responsibility to pay the fines/fees.  
Please keep your receipts.**

For more information: This document is not exhaustive. For more information about any aspect of this circulation policy, please contact the library director or the circulation manager (337 363-1369), or contact the branch manager at the nearest branch of the Evangeline Parish Library. Some key points of this policy are summarized in the table following:

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**Table: Patron Categories and Rules by Category:**

Child	Adult	Teacher	Institution
Any age up to 18, present current photo ID or satisfactory replacements and have parent or guardian sign for card	18 and up, present current photo ID or satisfactory replacements, sign for card	Show proof of current position and identity and sign for card Note: Homeschooling parents can also apply for a teacher card.	Sign interagency agreement
First card free if a resident of parish, otherwise \$3 charge	same	same	same
Replacement cards \$3 <b>Note: Report lost/stolen cards promptly— Responsible adult will be responsible for any debts incurred on card before its loss was reported.</b>	same	same	same
Card expires after one year—do not throw away, just call to update and renew card for another year	Same	Same	Same
Parent or guardian must sign for card	N/A	N/A	Agency representative signs
Card needed for item check outs	same	same	same
Card needed for computer use (must have signed Internet permission and be 7 or older to use computer without parent or responsible adult)	Same as child, except no signed permission needed	same as adult	Same as adult
Card in good standing is not expired, does not have overdue items, and has less than \$5 of outstanding fines	Same	Same	Same
Card does not allow checkouts of R-rated Movies	Checkouts allowed	Checkouts allowed	TBD
Fine warning at \$2 owed	Fine warning at \$5	Same as adult	TBD
Blocked from computer use, checkouts, and placing requests when \$5 or more owed	Same	Same	TBD
Maximum 10 items out on card	10 items max	20 items	50 items
Maximum 10 books out on card	10 books max	20 books	50 books
Test Preparation Books have \$12 deposit	Same	Same	Same
Maximum 5 audios out on card	5 audios max	5 audios max	TBD
Maximum 3 VHS tapes out on card AND per family or household	3 VHS max	3 VHS max	TBD
Maximum 3 DVD's out on card AND per family or household (1 if boxed set)	3 DVD's max (1 if boxed set)	3 DVD's max (1 if boxed set)	TBD
Maximum 10 magazines out on card (most current issue is in library use only)	10 magazines max	10 magazines max	TBD
Maximum fines charged per item is \$10	same	same	TBD
No total maximum charge per card	same	same	same
Lost items charged cost of item plus \$2 processing charge plus late fees	same	same	same
Late fees waived if item is paid for as a lost or damaged item	same	Same	same
Lost item charge refunded ONLY if item returned in satisfactory condition within 90 days of payment, processing fee not refunded	same	same	same
If no item cost is listed, default charge is \$15 plus processing fee plus late fees	same	same	same
Account can be discussed only with the child or his/her parents or guardians, unless signed permission is given for somebody else to discuss—some legal exceptions apply	Account can only be discussed with card holder, unless signed permission is given for somebody else to discuss—some legal exceptions apply	Same as adult	Same as adult
Can set up online account and use it to review account, request items and specify pickup branch, renew items	Same	Same	Same
Can set up reading history	Same	Same	Same
Can set up email notifications	Same	Same	Same
<b>Can not place Interlibrary Loans or pay fines and fees online</b>	Same	Same	Same
Not held responsible for accounts of others in household; borrowing limits and use privileges not affected by others' accounts <i>except for household limit on movies.</i> <b>WARNING: Parents or guardians are responsible for the accounts of all their children under 18.</b>	Same	Same	N/A

