

## **Library Card Policy**

1. St. Martin Parish Library issues three types of library cards: Adult, Juvenile, and Digital.
2. Adult cards are issued to those 18 years of age and older.
3. Juvenile cards are issued beginning at age 4. Registration for Juvenile cards requires the signature of a registered parent, grandparent, or legal guardian. The adult linked to a juvenile account is responsible for any fees or fines incurred on the juvenile account. The library does not censor material selection; the adult is responsible for the choice of materials used or borrowed by juveniles.
4. Digital library cards provide access to digital content and materials only. Applications for digital cards are accepted via our website using a dedicated web form or by phone. As with our Juvenile cards, Digital cards may be issued beginning at age 4.
5. Electronic access is included as part of all patron registrations and must be agreed to at time of each computer session. Our Electronic Resources Policy is posted on our web site and also in each branch library.
6. Replacements for lost cards cost \$1.00.
7. Loan periods for circulating print items are one (1) month. Items with hold requests, as well as DVDs, can only be checked out for two (2) weeks. One renewal by phone is allowed for any item that does not have a hold request on it. Items borrowed from other library systems through Interlibrary Loan (ILL) are not eligible for renewal; however, a new request for the item may be submitted.
8. First check out is limited to 10 items. Thereafter, Adult accounts are limited to 25 items, 10 of which may be DVDs. Juvenile accounts are limited to 10 items.
9. Residents of parishes outside of the Bayouland Library System (Acadia Parish, Allen Parish, Iberia Parish, Lafayette Public, Opelousas-Eunice Public, St. Mary Parish, and Vermilion Parish), as well as out of state residents, are subject to a \$25 deposit and an initial check out limit of 2 items.
10. All circulating materials accrue fines of 10 cents per day per item, with a maximum of \$10.00 per item.
11. Patrons are responsible to reimburse the library for the cost of lost or damaged items, plus a handling fee. Neglect to do so may result in the loss of borrowing privileges.
12. Borrowing privileges are suspended when an account reaches three (3) months past due or \$5.00, whichever comes first.

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