

## **St. Martin Parish Library Frequently Asked Questions**

### **How Do I Get My card?**

Adults (18 and over): Proof of address is all that's required -- your license, printed checks, utility bill, or an envelope mailed to you.

Children: Children are eligible for a library card starting at the age of 4. A registered parent, grandparent, or legal guardian's signature is required. The adult is responsible for any fees or fines the child incurs and is also responsible for the choice of materials the child borrows. Library staff does not censor selection.

Digital Cards: Digital cards allow access to digital content and material, as well as access to public computers. Digital cards do not allow borrowing of physical material. A digital card may be requested by any borrower with a regular borrower card that is blocked due to fines/fees. A digital card application form can be filled out on our [website](#).

### **What If I Lost My Card?**

Replacement cards cost \$1.00.

### **How Long Can I Have An Item Checked Out?**

The loan period for books, magazines, videos, and audio cassettes is one (1) month. DVDs and items with a hold request have a loan period of two (2) weeks.

### **How Many Books And Other Library Materials Can I Check Out?**

There is a total item check out limit of 25 library items per patron; This includes an individual item limit of 10 DVDs at any time.

### **How Do I Renew An Item?**

Renewal can be done via phone or by logging into your account through our [Card Catalog](#) . Library materials may be renewed once, provided there is no waiting list. After that time, the item must be returned in person in order to be checked in. At that point, the item could be checked out again.

### **What Are The Fines For Overdue Materials?**

Overdue books, magazines, videos, and audio cassettes accrue fines of 10 cents per day, with a maximum of \$10.00 per item. Borrowing privileges are suspended when the account reaches three months past due or \$5.00, whichever comes first.

### **What If I Lost Or Damaged My Library Materials?**

Patrons are responsible to reimburse the library for lost or damaged materials. Neglect of this responsibility may result in loss of library privileges.

### **What Are The Rules of Conduct?**

Young children may not be left unattended. Children under the age of 12 (twelve) may not be left unattended and must be supervised by an adult. Loud or unruly conduct is not acceptable. Individuals are given one warning before possible expulsion from the library. A complete Code of Conduct can be found on our [Policies](#) page .