

St. Martin Parish Library

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. When registering a juvenile for a library card, the adult is required to specify if the juvenile is allowed to check out material in the collection that identified as sexually explicit as defined by Louisiana statute R.S. 25:225: Minors' Access to Sexually Explicit Materials.
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.
5. Electronic access provides access to digital resources and is included as part of all adult patron registrations. Our Electronic Resources Policy is posted on our web site and in each branch library and must be agreed to at time of each computer session. Electronic access to digital resources includes public computers with internet access, library databases* and OverDrive, our eMedia catalog. Content found in digital resources is everchanging and may or may not include material which could be identified as sexually explicit as defined by Louisiana statute R.S. 25:225: Minors' Access to Sexually Explicit Materials. When registering a juvenile for a library card, the adult is required to specify whether or not the juvenile will have electronic access and the ability to check out or access digital resources.
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. Circulating materials accrue daily fines, with a maximum of \$10.00 per item. Hotspots accrue daily fines of \$1.00 per day. All other circulating materials accrue daily fines of 10 cents per day 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.

*Library databases: Ancestry Library Edition, Flipster, HeritageQuest Online, World Book Online Encyclopedia, Biography Reference Center, Book Index with Reviews, Britannica eBooks, Business Searching Interface, Consumer Health Complete, DigitalLearn.org, EBSCOhost, Explora Quick Search,

Gale Legal Forms: Louisiana, Gale Virtual Reference Library, History Reference Center, Hobbies & Crafts Reference Center, Home Improvement Reference Center, HomeworkLouisiana, Learning Express Library, Legal Information Reference Center, Literary Reference Center Plus, Louisiana Digital Library, Louisiana Public Documents Digital Archive, Louisiana Public Library Ebook Collection, Newspapers, Pronunciator, Salud En Espanol, Science Reference Center, Small Business Reference Center, TeenBookCloud, TumbleBook Library)

Approved by St. Martin Parish Library Board of Control in 2015; Revisions approved November 2017, August 2020, September 2020; Latest Revisions approved as of the 18th day of December, 2023, and shall be implemented no later than June 1, 2024.