

# Library To-Go Guidelines:

- A library card will be issued to you if you do not already have one.
- The checkout period for all library items checked out through Library To-Go is one month. Library items checked out through Library To-Go do **not** receive overdue fines, but fines incurred because of damaged or lost items **do** apply. Lost or damaged items must be paid for or service may be discontinued.
- The majority of circulating materials are available to you. These materials include books, audiobooks, DVDs, CDs, and magazines.
- In addition, you may check out a CD player (for use with audiobooks) or a page magnifier.
- You may request specific items by:
  - Calling staff at 337-721-7148.
  - Texting staff at 337-304-3946.
  - Written requests returned with items.
  - Placing a hold on items through our online catalog at [www.calcasieulibrary.org](http://www.calcasieulibrary.org). **Send all holds to Maplewood.**
  - Emailing staff at [Library2go@calcasieulibrary.org](mailto:Library2go@calcasieulibrary.org).
- You may also tell staff your preferences (example: I want large print mysteries) and materials that fit that description will be chosen for you.
- Only materials for the person who has applied for the service can be delivered. Other members of the household or neighbors must apply for the service individually.
- The service may be discontinued if:
  - Several delivery attempts fail.
  - Items have been damaged or lost consistently.
  - You move out of the parish.
  - Threatening behavior towards staff is displayed, whether verbal or physical.
- As a part of the Calcasieu Parish Public Library, Library To-Go adheres to the policies and procedures of the library.
- Any questions about Library To-Go or these guidelines may be directed to Library To-Go staff at:

**Maplewood Outreach Center**  
**91 Center Circle**  
**Sulphur, LA 70663**  
**(337) 721-7148**  
**[Library2go@calcasieulibrary.org](mailto:Library2go@calcasieulibrary.org)**

