

Library To-Go Guidelines for Facilities:

- Library staff will issue a library card to the facility and will keep the physical card. The card is not for personal use and may not be used at CPPL library branches.
- A contact name and phone number for the person responsible for receiving the materials must be included on the application for Library To-Go.
- Library staff will drop off requested items and pick up the previous delivery's items once a month. A list of all materials checked out will be delivered with the items to help the facility keep track of items on the account.
- Library staff will call before a scheduled delivery and verify the time.
- 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 due to 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 Library To-Go users. These materials include books, audiobooks, DVDs, CDs, and magazines.
- In addition, CD players (for use with audiobooks) and page magnifiers are available.
- Specific items may be requested by any of the following ways:
 - 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.
Send all holds to Maplewood.
 - Emailing staff at Library2go@calcasieulibrary.org.
- General requests can also be provided (example: We always want story time books or classic DVDs).
- Only materials for the facility may be delivered. Staff members are not eligible for this service.
- The service may be discontinued if:
 - Several delivery attempts fail.
 - Items have been damaged or lost consistently and there is an unpaid balance on the account.
- 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 staff at:

Maplewood Outreach Center

91 Center Circle

Sulphur, LA 70663

(337) 721-7148

Library2go@calcasieulibrary.org

