

# Circulation Policy

## PURPOSE

## LIBRARY CARDS

## LIBRARY CARD ELIGIBILITY AND REGISTRATION

## ADULT

## YOUNG ADULT AGES 13-17

## CHILD AGES 2-12

## JUVENILE COLLECTION ONLY AGES 2-17

## TEMPORARY RESIDENT

## LIBRARIES SOUTHWEST LSW RECIPROCAL BORROW

## HOMEBOUND

## OUTREACH

## MOBILE USER

## ONLINE USER

## SCHOOL

## USING OTHER PEOPLE S CARDS FOR CHECK OUT

## IN ABSENCE OF A VALID LIBRARY CARD

## LOST OR STOLEN CARDS

## DAMAGED AND WORN CARDS

## OVERDUE AND DAMAGED MATERIALS

## FINES FEES

## NOTICES

## LOSS OF BORROWING PRIVILEGES

## MATERIALS RECOVERY

## CLAIMS RETURNED OR CLAIMS NEVER HAD

## LOST OR DAMAGED MATERIALS

## REFUNDS

## PRIVACY POLICY

## HOLDS

## INTERLIBRARY LOANS

## STAFF USE OF LIBRARY MATERIALS

## APPENDIX A: Account Types, Requirements, Required ID, Restrictions, and Expiration Info

## APPENDIX B: Item Type Limits

## APPENDIX C: Item Type Limits for Digital Material



# Circulation Policy

## I. PURPOSE

The purpose of the Circulation Policy is to balance the Library's service of supplying information with the need to monitor and retrieve library materials so they are available for others.

## II. LIBRARY CARDS

### a. LIBRARY CARD ELIGIBILITY AND REGISTRATION

1. Any individual who lives in Calcasieu Parish or pays taxes on property in Calcasieu Parish is eligible for a free library card.
2. Any individual who works in Calcasieu Parish for an employer that pays taxes on the business in Calcasieu Parish is eligible for a free library card
3. Any individual who is a student at a college, university, or other school in Calcasieu Parish is eligible for a free library card.
4. Residents of Calcasieu Parish must present verification of identity (picture ID) and current Calcasieu Parish residence or ownership address in order to receive a CPPL card. A picture ID is sufficient if it is valid (not expired) and has the current address. Otherwise, the patron must present separate documentation to verify the current address.
5. Nonresidents of Calcasieu Parish, such as those who work or go to school in Calcasieu Parish, must present verification of identity (picture ID), current address, and documentation that supports working or going to school in Calcasieu Parish.

#### **The following are acceptable forms of picture identification:**

- Valid (not expired) ID, Louisiana Department of Motor Vehicles ID, permit or official LA Wallet Digital Driver's License.
- Current passport, military ID with name, or government-issued picture ID.
- State-issued valid (not expired) Driver's License.
- Valid consular identification card or foreign ID.

#### **The following are acceptable verifications of current address or Calcasieu Parish property ownership:**

- State-issued valid (not expired) Driver's License.
- Valid (not expired) Louisiana Department of Motor Vehicles ID, permit or official LA Wallet Digital Driver's License.
- First-class business mail postmarked within the last 30 days.
- Lease agreement signed by current landlord.
- Current insurance card if it includes current address.
- Current Medicaid card if it includes current address.
- Utility bill from the current or previous month or postmarked within 30 days.

#### **The following are acceptable verifications for non-residents who are working or attending school in Calcasieu Parish and are used in addition to picture ID and proof of address:**

- Current pay stub, work ID, or business card
- Recent school report card or proof of current enrollment, or current school ID.

### b. TYPES OF ACCOUNTS: See Also: Appendix A.

#### • ADULT:

- Adult is responsible for all items charged to their account.
- Account expires every 5 years. Adult must pay any outstanding balance and provide proof of current address in order to renew card for another 5 years. Staff will verify that all account permissions are valid prior to renewing card.



# Circulation Policy

- Emancipated minors are registered for an Adult card. Emancipated minors must provide documentation for their status and their own identification. Their Louisiana ID card will indicate that they are an emancipated minor.
  - Staff converts existing Young Adult account to Adult account in the ILS on or after eighteenth (18<sup>th</sup>) birthday. No new card is given.
  - Parent or guardian is responsible for any damaged, lost, or late materials that were checked out on their child's card as a minor.
- **YOUNG ADULT (AGES 13-17):**
    - Pursuant to Act 436 - SB 7, parent or guardian must select whether the minor is permitted to check out sexually explicit materials physically available in the library. In doing so, the parent or guardian must select the type of card they want for their minor child: Young Adult, Child, or Juvenile Collection Only.
    - If parent or guardian wishes to select a different card from the one already selected for the minor, the parent or guardian must request this change in-person. Staff will give the parent or guardian a card with the appropriate account type for the minor.
    - Young adult must reside with a parent or guardian who meets eligibility requirements.
    - A young adult who resides in two households may hold only one library card. The parent or guardian of the household of primary residence provides address verification.
    - Emancipated minors are registered for Adult cards. Emancipated minors must provide documentation for their status and their own identification. Their Louisiana ID card will indicate that they are an emancipated minor.
    - Parent or guardian must have a library account.
    - Parent or guardian must sign the application form. By signing the young adult's application, the parent or legal guardian agrees to assume responsibility for the young adult's choice of materials, and to pay all charges for damaged, lost, or late materials that were checked out on the young adult's card.
    - Only the young adult and the parent or guardian who signs the young adult's application may change the information on the young adult's record or have access to information about the young adult's record, including materials checked out.
    - Young Adult and parent or guardian account will be associated with each other in the Integrated Library System.
    - Parent or guardian account will be blocked if the associated Young Adult account is blocked.
    - Account expires every 5 years. Parent or guardian must pay any outstanding balance and provide proof of current address in order to renew card for another 5 years. Staff will verify that all account permissions are valid prior to renewing card.
    - Staff converts existing Child account to Young Adult account in the ILS on or after thirteenth (13<sup>th</sup>) birthday. . No new card is given.
    - Young Adult library accounts may not checkout laptops, hotspots, and other computer equipment.
  - **CHILD (AGES 2-12):**
    - Pursuant to Act 436 - SB 7, parent or guardian must select whether the minor is permitted to check out sexually explicit materials physically available in the library. In doing so, the parent or guardian must select the type of card they want for their minor child: Young Adult, Child, or Juvenile Collection Only.
    - If parent or guardian wishes to select a different card from the one already selected for the minor, the parent or guardian must request this change in person. Staff will give the parent or guardian a card with the appropriate account type for the minor.
    - Child must reside with a parent or guardian who meets eligibility requirements.
    - A child that resides in two households may hold only one library card. The parent or guardian of the household of primary residence provides address verification.
    - Parent or guardian must have a library account.
    - Parent or guardian must sign the application form. By signing the child's application, the parent or legal guardian agrees to assume responsibility for the child's choice of materials, and to pay all charges for damaged, lost, or late items that were checked out on the child's card.



# Circulation Policy

- Only the child and the parent or guardian who signs the child's application may change the information on the child's record, or have access to information about the child's record, including materials checked out.
  - Child and parent or guardian account will be associated with each other in the Integrated Library System. Parent or guardian account will be blocked if the associated child account is blocked.
  - Account expires every 5 years. Parent or guardian must pay any outstanding balance and provide proof of current address in order to renew card for another 5 years. Staff verify that all account permissions are valid prior to renewing card.
  - Child library accounts may not checkout laptops, hotspots, and other computer equipment.
- **JUVENILE COLLECTION ONLY (AGES 2-17):**
    - Pursuant to Act 436 - SB 7, parent or guardian must select whether the minor is permitted to check out sexually explicit materials physically available in the library. In doing so, the parent or guardian must select the type of card they want for their minor child: Young Adult, Child, or Juvenile Collection Only.
    - If parent or guardian wishes to select a different card from the one already selected for the minor, the parent or guardian must request this change in-person. Staff will give the parent or guardian a card with the appropriate account type for the minor.
    - Minor must reside with a parent or guardian who meets eligibility requirements.
    - A minor who resides in two households may hold only one library card. The parent or guardian of the household of primary residence provides address verification.
    - Emancipated minors are registered for Adult cards. Emancipated minors must provide documentation for their status and their own identification. Their Louisiana ID card will indicate that they are an emancipated minor.
    - Parent or guardian must have a library account.
    - Parent or guardian must sign the application form. By signing the minor's application, the parent or legal guardian agrees to assume responsibility for the minor's choice of materials, and to pay all charges for damaged, lost, or late materials that were checked out on the minor's card.
    - Only the minor and the parent or guardian who signs the minor's application may change the information on the minor's record or have access to information about the minor's record, including materials checked out.
    - Minor and parent or guardian account will be associated with each other in the Integrated Library System.
    - Parent or guardian account will be blocked if the associated Juvenile Collection Only account is blocked.
    - Account expires every 5 years. Parent or guardian must pay any outstanding balance and provide proof of current address in order to renew card for another 5 years. Staff will verify that all account permissions are valid prior to renewing card.
    - Juvenile Collection Only accounts may not checkout laptops, hotspots, and other computer equipment.
    - Juvenile Collection Only accounts may only check out items in the library's juvenile collection.
- **TEMPORARY RESIDENT:**
    - Temporary Resident is defined as a person who has been or will be residing in Calcasieu Parish for less than three (3) months.
    - Temporary Resident cards may also be given to residents who do not have acceptable verification of current address or Calcasieu Parish property ownership. A temporary account will convert to appropriate account type when patron shows proof of residency.
    - Temporary Resident is responsible for all items charged on their account.
    - Account expires every three (3) months. Temporary Resident must pay any unpaid balance and provide proof of current address in order to renew card for another three (3) months. Staff will verify that all account permissions are valid prior to renewing card. There is no limit on the number of times a temporary resident account may be renewed.
    - Temporary Residents cardholders are limited to three (3) items on their card at any given time.
    - Temporary Residents cardholders may not checkout laptops, hotspots, and other computer equipment.



# Circulation Policy

- Temporary Resident cardholders are not eligible for Interlibrary Loan (ILL) service.
  - Overdue items must be returned before any new items can be checked out.
- **LIBRARIES SOUTHWEST (LSW RECIPROCAL BORROWERS AGREEMENT):**
    - Libraries Southwest cardholders must reside in a Libraries Southwest Reciprocal Parish (Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis, Rapides, or Vernon).
    - Libraries Southwest cardholder is responsible for all items charged on their account.
    - Account expires every 5 years. Libraries Southwest cardholders must pay any outstanding balance and provide proof of current address in order to renew card for another 5 years. Staff will access LSW database to confirm patron is in good standing in their home parish. Staff will verify that all account permissions are valid prior to renewing card.
    - Residents of Calcasieu Parish must present verification of identity (picture ID) and proof of current Calcasieu Parish residence or ownership address in order to receive a Libraries Southwest card.
    - Applications from reciprocal parishes will be forwarded to the correct parish for processing. Applicants will receive a Temporary Resident card to use until their home parish processes the application.
    - Patrons are advised to return items to the parish library from which the materials were originally borrowed to avoid any delay in having their accounts cleared.
    - Only residents of Calcasieu Parish may checkout laptops, hot spots, and other computer equipment.
    - Libraries Southwest cardholders may request items via interlibrary loan.
- **HOMEBOUND:**
    - Homebound cards are processed by Outreach Services staff only.
    - Homebound cardholder must be temporarily or permanently homebound. Outreach Services staff will deliver materials to eligible cardholders in their home, as well as pick them up. Refer to Library To-Go Outreach staff for eligibility and verification requirements.
    - Homebound cardholder is responsible for all items charged on their Homebound account.
    - Account expires every 5 years. Homebound cardholder must pay any outstanding balance in order to renew card for another 5 years. Staff will verify that all account permissions are valid prior to renewing card.
    - Homebound cardholders may checkout laptops, hotspots, and other computer equipment.
- **OUTREACH:**
    - Outreach cards are processed by Outreach Services staff only.
    - Outreach cardholder must be affiliated with or oversee eligible institutions. Refer to Library To-Go Outreach staff for eligibility and verification requirements.
    - Outreach cardholder is responsible for all items charged on their Outreach account at their facility.
    - Account expires every 5 years. Outreach cardholder must pay any outstanding balance in order to renew card for another 5 years. Staff will verify that all account permissions are valid prior to renewing card.
    - Outreach cardholders may not check out devices.
- **MOBILE USER:**
    - Patrons eighteen (18) years and older who reside in a Libraries Southwest OverDrive Consortium parish and wish to use their mobile phone number to access digital content from OverDrive/Libby for 1 year may register online for a Mobile User account.
    - Account expires after 1 year and cannot be renewed.
- **ONLINE USER:**
    - Patrons eighteen (18) years and older may register for a library card online.
    - Library staff processes the account.
    - Online users have access to online resources only.
    - Online users can upgrade their account to Adult by presenting verification of current address or Calcasieu



# Circulation Policy

Parish property ownership to branch staff.

- Account expires every 5 years. Online User cardholder must pay any outstanding balance and provide proof of current address in order to renew card for another 5 years. Staff will verify that all account permissions are valid prior to renewing card.

- **SCHOOL:**

- Account expires pending enrollment

- **STAFF:** (see *Section VII- Staff Use of Library Materials*)

- c. USING OTHER PEOPLE'S CARDS FOR CHECK OUT**

Library cards are issued to individuals. A patron may allow a family member or friend to use their library card to check out materials, pick up materials on hold, and pay outstanding fines on that card. However, a valid library card must be presented, and the Library reserves the right to ask the family member or friend for photo identification to verify identity before checking out materials. A parent or guardian who is associated in the Integrated Library System with a child or young adult may use their own library card to check out materials for their child or young adult. This also applies to any cardholder with an associated account. Devices are exempt from this policy and may only be picked up by the cardholder.

- d. IN ABSENCE OF A VALID LIBRARY CARD**

Cardholders who do not have their library card with them may present valid picture ID and check out as normal. If the picture ID does not have an address, staff will ask the cardholder to verbally confirm the address on the library account.

- e. LOST OR STOLEN CARDS**

Cardholders are responsible for notifying the library if their card is lost or stolen. Cards reported lost or stolen are deactivated immediately. Cardholders are responsible for any materials checked out on the card until it is reported lost or stolen. A police report may be required before the cardholder's record will be cleared. Lost or stolen cards are not reactivated. Lost or stolen cards presented for use are destroyed. A new library card must be issued. The cost for a lost card is 50 cents. There is no cost to replace a stolen card. All checkouts or loans attached to the lost or stolen card will be transferred to the new card.

- f. DAMAGED AND WORN CARDS**

Cards that are unusable due to wear or damage will be replaced at no charge.

### III. OVERDUE AND DAMAGED MATERIALS

- a. FINES & FEES:**

No overdue fines will be assessed for library materials except on devices, device peripherals and other in-demand, high-cost items. Once these items are overdue, the cardholder will be charged overdue fines according to the current fine schedule. No fines are charged on days the library is closed. Cardholders are not responsible for fines caused by Acts of God and circumstances beyond the cardholder's control. Proof must be provided to waive fines under these circumstances.

- b. NOTICES:**

A courtesy email is sent one (1) day before an item is due back to the library. If the item is not returned by the due date, an overdue notice is sent the following day. A second overdue notice is sent when the item is one (1) week overdue. When materials are fifteen (15) days overdue, a bill for the cost of replacing the item(s) is sent to the cardholder. Cardholders with items fifteen (15) days overdue will have their borrowing privileges blocked until items are returned if the replacement cost of the items exceeds \$25.00.

- c. LOSS OF BORROWING PRIVILEGES**



# Circulation Policy

Cardholders are unable to borrow materials when:

- Maximum number of items for the account type are already charged out;
- Cardholder's library card has expired;
- Cardholder has items overdue by fifteen (15) days and the replacement cost of the items exceeds \$25.00;  
or
- Cardholder has fines, fees, and/or lost/damaged items in excess of \$25.00.

## **d. MATERIALS RECOVERY**

Cardholders with fines and/or fees in excess of \$75.00 are referred to materials recovery services for processing thirty (30) days after the total owed reaches \$75.00. A cardholder's borrowing privileges will be restored once all replacement materials they were billed for are returned and the balance on the user's account is less than \$25.00. Materials recovery does not apply to Homebound and Outreach cardholders.

## **e. LOAN PERIODS, LIMITS, RENEWALS, FINES, AND REQUIREMENTS BY ITEM TYPE:** See Appendix B.

## **f. CLAIMS RETURNED OR CLAIMS NEVER HAD**

If a cardholder believes they have returned or never checked out an outstanding item on their account, the library places the disputed items into a *Claims Returned* status. This enables cardholders to continue checking out materials while the library investigates the disputed charges. Staff will conduct a thorough search for the items.

The library will accept a cardholder's claimed returned response on up to three (3) items. Each instance will be noted in the cardholder's account. Patrons will not be responsible for these (3) items for the lifetime of the account. After three (3) instances, the library will assume that there is a possibility of false reports of claims returned. Patrons will be responsible for any other claims returned items. The most recent claims returned items will be considered overdue on the cardholder's account. The cardholder will be expected to return the items or reimburse the library for the lost materials. Failure to pay for lost items will result in suspended library privileges until the account is settled. Items that must be handed to a staff person at the checkout desk upon return are not eligible for claims returned or claims never had.

## **g. LOST OR DAMAGED MATERIALS**

Cardholders are responsible for all items charged on their account. If library materials are returned in such poor condition that they can no longer be checked out, the borrower is responsible for paying to replace the materials. Cardholders will be billed for the replacement cost of materials based on the price of the item at time of purchase. Items must be paid in full at the time of transaction. Partial payments are not allowed. The library will not accept replacement copies of lost or damaged material in lieu of paying for them. Cardholders are not responsible for damaged materials caused by Acts of God and circumstances beyond the cardholder's control. Proof must be provided to waive replacement costs under these circumstances.

## **h. REFUNDS**

Cardholders who pay for lost material, then find and return the material within six (6) months of original payment may receive a refund. Items must be in good condition. Refund checks will be mailed to the cardholder by the Calcasieu Parish Police Jury (CPPJ) in accordance with Police Jury payment processing procedures. This does not apply to Interlibrary Loans. If the cardholder finds the lost material after six (6) months of original payment, it will belong to the cardholder.

## **IV. PRIVACY POLICY**

The Board of Trustees and Calcasieu Parish Public Library staff recognize our patrons' concerns about privacy on the Internet and information contained in library records.

Louisiana State Statute R.S. 44:13 provides that access to registration records and other records of use maintained by libraries may not be disclosed except to a parent or guardian of a minor child seeking access to that child's records,



# Circulation Policy

to persons acting within the scope of their duties in the administration of the library, to persons authorized in writing by the individual or group of individuals to inspect such records, or by order of a court of law.

Any information collected will only be used to fulfill patrons' service needs and to help the Library improve and target its services effectively. Our staff understands that access to patron, transaction, and collection files is strictly limited to Library business. Information about patrons and patrons' transactions will not be made available to any unauthorized individual or to any external agency.

Our patrons should be aware that they are subject to the privacy policies of any other Web sites and organizations that they visit and use on public computers. For further information regarding the use of the Internet and public computers at Calcasieu Parish Public Library, please refer to the *Electronic Resources Use Policy*.

The Library Director ensures that video surveillance is monitored when necessary to maintain a safe environment.

The supervisory staff ensures that Library staff understands the video surveillance policy and procedures through training.

Incidents on Library premises may require the following steps to be taken:

- a. Video image recordings will be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal Library operations.
- b. Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws.
- c. Images may be shared with other Library staff to identify person(s) suspended from Library property and maintain a safe and secure environment.

## V. HOLDS

Holds can be placed the following ways:

- Library catalog;
- Library mobile app; or
- By contacting library staff via chat, telephone, or in person.

Patrons may be required to provide their library card number and PIN/Password to request that an item be placed on hold. Holds available for pickup will be held for seven (7) days before expiring. Adult and Young Adult cardholders in good standing can request and have up to fifty (50) active holds on their account at any given time. Child cardholders in good standing can request to have up to twenty-five (25) active holds on their account at any given time. Temporary Resident cardholders can request up to (3) active holds on their account at any given time.

## VI. INTERLIBRARY LOANS

Cardholders in good standing may request that the library locate and borrow materials that are not available in our library system. This includes Libraries Southwest (LSW Reciprocal Borrowers Agreement) cardholders. Patrons with Temporary accounts cannot request items via interlibrary loan. Interlibrary loans take an undetermined amount of time to arrive. Often it may take over four (4) weeks. Interlibrary loan materials will automatically renew twice unless the lending library requests that items be returned sooner. Patrons who fail to return interlibrary loan(s) will be charged \$50.00 per lost item. Adult and Young Adult cardholders are limited to fifty (50) active requests (filled or pending) at any given time. Child cardholders are limited to ten (10).

## VII. STAFF USE OF LIBRARY MATERIALS

Staff who wish to borrow library materials must have a valid CPPL library card. Staff members must check out all materials they remove from the shelves for personal or professional use. Materials for personal use should be checked out on the staff member's card. Materials for professional use may be checked out on the library department card, which is not subject to overdue limits.



# Circulation Policy

Staff may not issue or update cards to themselves or to members of their families. Another staff member must perform this process.

Staff must follow all the same rules as library users when checking in and checking out materials to themselves and members of their family. Staff may check out materials via a public self-service station, the mobile app, or the Help Desk. Staff may return materials in a drop box/return bin or at the Help Desk.

Staff may not clear fines or fees from their own account or from their family members' accounts. Another Staff member must perform this process.

Staff may place requests on materials for themselves or their family members. They may not alter their place in the requests queue.

For this section, family is defined as follows:

- Spouse
- Domestic Partner
- Mother (includes Stepmother and mother-in-law)
- Father (includes Stepfather and father-in-law)
- Children (includes Stepchildren and foster children)
- Brothers (includes half-brother and brother-in-law)
- Sisters (includes half-sister and sister-in-law)
- Grandparents
- Grandchildren
- Relatives of the employee residing in the household

Staff members may not set aside for themselves or check out library materials before those materials are available for public use. Staff may place requests on new and on-order materials and check the materials out when their turn comes.

Staff may not checkout Lucky Day hotspots. They may checkout regular holdable hotspots.

Staff are responsible for all items checked out on their card. Staff will be billed for any lost and damaged items.

A CPPL staff library card is changed to the appropriate borrower type upon termination of library employment.



# Circulation Policy

## APPENDIX A: Account Types, Requirements, Required ID, Restrictions, and Expiration Info

Account Type	Requirements	Required ID	Restrictions or Benefits	Expires
Adult	Reside, work, own property, or attend school in Calcasieu Parish.	Valid photo ID and proof of address (if address on photo ID is current, no additional proof of address is needed)	50 item checkout limit; see Appendix B for more details	5 years
Young Adult	Ages 13 - 17 with parent or guardian approval. Parent or guardian signs application form. Parent or guardian must have an account.	Valid photo ID & proof of address (if address on photo ID is current, no additional proof of address is needed) of parent or guardian.	50 item checkout limit; see Appendix B for more details	5 years
Child	Ages 2 - 12 with parent or guardian approval. Parent or guardian signs application form. Parent or guardian must have an account.	Valid photo ID & proof of address (if address on photo ID is current, no additional proof of address is needed) of parent or guardian.	25 item checkout limit; see Appendix B for more details.	5 years
Juvenile Collection Only	Ages 2-17 with parent or guardian approval. Parent or guardian signs application form. Parent or guardian must have an account.	Valid photo ID & proof of address (if address on photo ID is current, no additional proof of address is needed) of parent or guardian.	25 item checkout limit; restricted to juvenile materials; see Appendix B for more details.	5 years
Temporary	Adults who are non-resident visitors in Calcasieu Parish for a minimum of 3 months	Valid photo ID & proof of address (if address on photo ID is current, no additional proof of address is needed)	3 item checkout limit; No devices or equipment	3 months
Libraries Southwest	Persons who reside in a LSW reciprocal borrowing parish (Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis, Rapides, and Vernon)	Apply at home library or any CPPL branch. If applying at CPPL branch must have valid photo ID and proof of address (if address on photo ID is current, no additional proof of address is needed)	If patron is not a Calcasieu Parish resident, they cannot check out devices	Check with home library
Online	Adult resident of Calcasieu Parish	Must be a resident of Calcasieu Parish	Online resources only; may verify address in person to upgrade card.	5 years
School	Students must be enrolled in a participating partner school.	Card issued by the school.	No physical checkout; access to most online resources.	No longer enrolled in the school.
Staff	CPPL employees	Valid photo ID and proof of address (if address on photo ID is current, no additional proof of address is needed)	50 item checkout limit; see Appendix B for more details	5 years
Homebound	Calcasieu Parish residents of any age who are temporarily or permanently homebound.	Completed Library To-Go application, verified and processed by Outreach Services staff.	No fines, extended checkout period (monthly)	5 years
Outreach	Facilities such as a day care, nursing home, charter school, or assisted living facility, in Calcasieu Parish.	Completed Library To-Go application, verified and processed by Outreach Services staff.	No fines, extended checkout period (monthly)	5 years
Mobile User	Adults who reside in a LSW reciprocal borrowing parish and wish to use their mobile phone number to access digital content from OverDrive	Valid mobile number with the ability to receive text messages.	May use phone number to log in to OverDrive	1 year, cannot renew



# Circulation Policy

## APPENDIX B: Item Type Limits

Item Type	Adult Limit	Teen Limit	Child Limit	Juvenile Collection Only Limit	Loan Period	Daily Fine	Maximum Overdue Fine <sup>1</sup>	Renewal Limit	Additional Requirements or Restrictions
Binge Box	3	3	1	1	1 week	\$0	\$0	2	Adult and Young Adult cards may have 6 on hold at once; Child and Juvenile Collection Only cards may only have 1 on hold.
BluRay	20	20	5 <sup>2</sup>	5 <sup>2</sup>	1 week	\$0	\$0	2	
Book	50	50	25	25	2 weeks	\$0	\$0	2	
Book and CD	10	10	10	10	2 weeks	\$0	\$0	2	
Book on CD	20	20	10	10	2 weeks	\$0	\$0	2	
Cake Pan	3	3	3	3	2 weeks	\$0	\$0	2	
CD	20	20	10	10	2 weeks	\$0	\$0	2	
DVD	20	20	5 <sup>2</sup>	5 <sup>2</sup>	1 week	\$0	\$0	2	
Game	3	3	3	0	2 weeks	\$0	\$0	2	
ILL Material <sup>3</sup>	50	50	10	0	2 weeks	\$0	\$0	2	
Kit	10	10	10	10	2 weeks	\$0	\$0	2	
Launchpad	3	3	3	3	2 weeks	\$0	\$0	2	
Magazine	20	20	20	20	2 weeks	\$0	\$0	2	
Paperback	50	50	25	25	2 weeks	\$0	\$0	2	
Playaway	10	10	10	10	2 weeks	\$0	\$0	2	
Puzzle	1	1	1	1	1 week	\$0	\$0	None	
Talking Book	50	50	25	25	2 weeks	\$0	\$0	2	
View	3	3	3	3	2 weeks	\$0	\$0	2	
Sensory Backpack	1	1	1	1	2 weeks	\$0.25	\$5.00	2	
American Girl Doll	1	1	1	1	2 weeks	\$0.25	\$5.00	None	
Laptop or Charger (Kiosk) <sup>4,5</sup>	1	0	0	0	2 hours	\$5.00 hourly	\$45.00	None	Adult cardholders must have valid library card in hand.
Hot Spot	1	0	0	0	1 week	\$5.00	\$35.00	None	Adult cardholders with valid ID or driver's license; must reside in Calcasieu parish and address must match patron record.
iPad <sup>4,5</sup>	1	0	0	0	1 week	\$10.00	\$70.00	None	Adult cardholders with valid ID or driver's license; must reside in Calcasieu parish and address must match patron record.
Laptop <sup>4,5</sup>	1	0	0	0	1week	\$10.00	\$70.00	None	Adult cardholders with valid ID or driver's license; must reside in Calcasieu parish and address must match patron record.

<sup>1</sup> Cardholders will be billed a replacement cost of materials based on the price of the item at time of purchase.

<sup>2</sup> Child cardholders may check out a combination of 5 Blu-Ray and DVD materials, not 5 of each type.

<sup>3</sup> ILL materials are limited to a combination of holds and items checked out at any time; limit includes CPPL materials. In addition, if ILL materials are lost or damaged cardholders will incur a flat fee of \$50.00 per item.

<sup>4</sup> LSW Calcasieu Adult cardholder may check out devices, with appropriate Calcasieu Parish address verification if needed.

<sup>5</sup> Homebound Adult cardholders may check out devices.



## APPENDIX C: Item Type Limits for Digital Material

Item Type (Digital)	Item Limit+	Loan Period	Renewals	Additional Requirements
OverDrive	10 at once	eBooks and eAudiobooks – 7 or 14 days Magazine – 14 days (does not count toward eBook or eAudiobook limit)	Renew option will appear 3 days before due date if there are no holds on the title.	Library card or mobile number
Libby by OverDrive	10 at once	eBooks and eAudiobooks – 7 or 14 days Magazine – 14 days (does not count toward eBook or eAudiobook limit)	Renew option will appear 3 days before due date if there are no holds on the title.	Library card or mobile number
Hoopla	30 per month	eBooks, Music, eAudiobooks, and Comics – 21 days Movies and TV Shows – 48 or 72 hours (depending on title) BingePasses – 7 days	No renewals: simply borrow the title again once it is expired.	Valid email address and library card
Freeding	2 checkouts per week; unused checkouts roll over to the following week	Limits start over at the beginning of each month	eBooks can be renewed for one two-week period	Valid library card
Freegal	5 weekly downloads; 3 streaming hours daily	Number of available downloads resets every Monday at 12:00 AM CST; the streaming times resets daily at 12:00 AM CST. Downloaded content is for patron to keep.	Not needed	Valid library card
Kanopy	Users receive 40 tickets per month	Each movie has a specific ticket value. No checkout limits for Kids' Corner.	No renewals	Valid Library card, PIN, and email address

**+ e-Content (Digital) limits vary by product and publisher and are subject to change at any time.**