Library Policy
Registration and Eligibility for Library Card

Any person residing, working, or attending school in Ascension Parish is eligible for a library card. Residents of the following parishes with which Ascension Parish Library has a reciprocal borrower agreement are also eligible: Assumption, East Baton Rouge, Iberville, Livingston, St. James, and St. John. Library cards are issued for a five-year period at no charge.

Any person who does not meet the above eligibility requirements may apply for a Computer Card for the use of public computers and digital collections.

- Patrons must present a valid picture ID issued by a government entity or school.
    - Electronic IDs, such as LA Wallet, are acceptable.
    - May use a bill, mail, rental agreement, or any other document that would prove the patron's residence at the address. A digital proof of address, such as through a utility company app, website, or email is acceptable.
    - Patrons under the age of 18 who do not possess their own ID may use a parent or guardian's ID as proof of identity and residency.
- Patrons must sign and accept cardholder responsibilities, including responsibility for fees incurred by dependents.
    - Cardholder privileges may be revoked by failing to abide by policies, including responsibility for fees.
- Under normal circumstances, an individual must be physically present to receive a library card. A parent may not apply for a library card on behalf of a child who is not present.

There are nine levels of library card access:
- Adult – grants full access to all sections of the library and all digital collections.
    - The Adult account is given to anyone aged 18 and above.
    - It is the default account type for any borrower aged 14-17 unless a parent signs the Library Card Registration Form restricting the teen from borrowing from the Adult or Young Adult collections.
    - It may be assigned to a borrower under the age of 14 if their parent or guardian signs the Library Card Registration Form permitting them to borrow from the Adult Collection.
- Young Adult – grants access to the Young Adult, Juvenile, and Children's collections and all digital collections.
    - The Young Adult account type is only assigned to borrowers aged 14-17 when their parent or legal guardian signs the Library Card Registration Form restricting them from borrowing from the Adult collection or to a borrower under the age of 14 when their parent or guardian signs the Library Card Registration Form permitting them to borrow from the Young Adult Collection.
- Young Adult Restricted – grants access to the Young Adult, Juvenile, and Children's collections only. No access to digital collections. No access to Interlibrary Loan services.
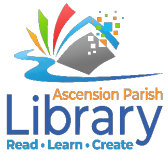
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- It may be assigned to a borrower aged 0-17 when their parent or legal guardian signs the Library Card Registration Form restricting them from borrowing from the digital collections and the Adult collections.
- Juvenile – grants access to the Juvenile and Children's collections and all digital collections.
  - It is assigned to any borrower aged 0-13.
  - It may be assigned to a borrower aged 14-17 when their parent or legal guardian signs the Library Card Registration Form restricting them from borrowing from the Adult and Young Adult collections.
- Juvenile Restricted – grants access to the Juvenile and Children's collections only. No access to digital collections. No access to Interlibrary Loan services.
  - It may be assigned to a borrower aged 0-17 when their parent or legal guardian signs the Library Card Registration Form restricting them from borrowing from the digital collections and the Young Adult, and Adult collections.
- Children's Restricted – grants access to the Children's collection only. No access to digital collections. No access to Interlibrary Loan services.
  - It may be assigned to a borrower aged 0-17 when their parent or legal guardian signs the Library Card Registration Form restricting them from borrowing from the digital collections and the Juvenile, Young Adult, and Adult collections.
- Computer – grants access to public computers and all digital collections.
- Staff/Trustee - grants full access to all sections of the library and all digital collections.
- Online Borrower – grants access to all digital collections.
  - The Outreach Department may assign it to patrons who register online.
  - Patrons must meet all eligibility requirements and can upgrade to a full access card by visiting any library location.

La. R.S. 25:225 requires that libraries limit and restrict a minors' access to material defined as sexually explicit material by majority vote of the Board of Control in an open meeting. For purposes of this Policy, the Library adopts the definitions provided in La. R.S. 25:225[B]. Any such material can only be checked out by a minor with parental permission.

The parent or legal guardian of any borrower under the age of 18 may grant access or restrict access for their child to any collection in the Library by choosing one of the tiered library card options. This may be done by completing and signing a registration form for their child designating the preferred card level.

The Library maintains a collection of digital materials available for checkout by patrons. Materials for adults, teens, and children are hosted on the same platform. Some material may not be age-appropriate for all children. If a parent or legal guardian wishes to restrict their child's access to these digital platforms, they may choose one of the youth restricted cards provided above. The digital platforms blocked from access by the youth restricted cards are cloudLibrary, Libby, Hoopla, Freading, Freegal, Kanopy, and The Shelf.

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Education eCards

Ascension Parish Library and Ascension Public Schools partner to provide all students and teachers with Education eCards based on their school-issued ID numbers. These eCards give access to the digital collection. No registration is required. Parents sign a permission form provided by their child's school.

There are three levels of Education eCard access:
- Primary School eCard: Access to juvenile collection eBooks, eAudiobooks, and online databases approved for use by school administrators.
- Middle & High School eCard: Access to young adult and juvenile collection eBooks, eAudiobooks, and online databases approved for use by school administrators.
- Teacher & Staff eCard: Access to all digital collections.

Adopted by the Library Board on October 25, 2023

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