

# 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](http://www.calcasieulibrary.org).  
**Send all holds to Maplewood.**
  - Emailing staff at [Library2go@calcasieulibrary.org](mailto: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](mailto:Library2go@calcasieulibrary.org)**

