



Rapides Parish Library
Alexandria, Louisiana

MATERIALS CIRCULATION POLICY

1. MISSION

The purpose of this policy on materials circulation for Rapides Parish Library is to guide in the circulation of materials, based on the Rapides Parish Library Mission Statement:

“The mission of the Rapides Parish Library is to promote lifelong learning, enhanced quality of life, and literacy through print, audiovisual and electronic resources. The Library staff ensures that all citizens receive the maximum value from available informational, educational, cultural and recreational resources.”

2. CUSTOMERS

Customers of the Rapides Parish Library may be any resident of Rapides, Grant, Avoyelles, Evangeline, Allen, Vernon, LaSalle, or Natchitoches parishes. Proof of address is required. If the customer cannot provide proof of address, the library card must be mailed to the customer. In this case, only two items may be checked out at the time the card is issued.

Library cards may be used at any Rapides Parish Library branch. Borrowed materials may be returned to any Rapides Parish Library branch.

Customer types:

Adult:	Age 18 and older	Child Development Centers
Teens:	Ages 13-17	Institutions
Children:	Birth to age 12	Guests (out-of-service area)
Staff (Fines free)		Temporary (Evacuees, etc.)
Bookmobile (Fines free)		Red Carpet (Fines free)
ILL Client (other parish libraries, fines free)		

Persons who live outside of the eight parish area, but who work or attend school in Rapides Parish are also eligible. Persons who neither live, work nor attend school in Rapides Parish and who live outside the eight parish area may obtain a library card for an annual fee of \$17.00, the per capita support to the Library of Rapides Parish residents. People who are here temporarily must be in the area at least six weeks in order to obtain a library card.

3. CIRCULATION PERIODS

All customers must use their own library cards. If a customer wishes to check out items on another person's card, they must present both their card and the other person's card. The customer's own card must not be blocked in order for them to check out for the other customer.

No more than 25 items may be checked out at one time per library customer. Outreach customers (BK, RC) will have items checked out for them consistent with the schedule of the service.



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The circulation period for each type of library material is:

Reference	Not circulated
Requested books (2 nd customer waiting)	2 weeks
New Books (Adult)	3 weeks, 5 maximum
Books	3 weeks
Kits	3 weeks
Magazines	3 weeks, 10 maximum
Audiocassettes	3 weeks
Compact disks, MP3-CDs or Playaways	3 weeks, 5 maximum
DVDs or Blu-Rays	3 weeks, 5 maximum
Electronic Resources	3 weeks
Videocassettes	3 weeks
Equipment	1 week

4. RENEWALS

Items may be renewed for two additional loan periods if they are not on a request list. Items may be renewed by telephone at any branch or online.

5. FINES

Library materials must be returned by the due date. However, there is one “grace” day, so that if an item is returned one day late, no fine is charged. If an item is two or more days late, the full fine is charged. If an item is not returned after a set period, then the full replacement price of the item will be charged to the customer who checked it out.

Fines are \$.10 per day, with a maximum fine of \$3.00.

Fines for equipment are \$1.00 per day, with a maximum fine of \$5.00.

Borrowing privileges and use of our public computers are suspended once a customer owes \$25.00 or more.

Customers who are blocked due to fines may check out in-house PCs if they pay at least \$2 on their fine for each occurrence.

A customer is reported to a collection agency once \$50 or more is owed.

Customers will be charged for lost or stolen library cards at the rate of \$0.50 for minors and \$2.00 for adults.

When a customer moves from being a teen to an adult, if they have fines below the \$25.00 block limit, these fines will be waived, so that they begin as an adult with a clean record.

6. ACCESS TO PUBLIC COMPUTERS

All customers who qualify for a library card (see above) are required to have one in order to access the public PCs. Guests, who live outside our service area, and who are here temporarily, are provided with temporary access.

7. INTER-LIBRARY LOANS



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With regard to the Library's lending and borrowing items from other library systems (inter-library loans), the Library is a part of the State Library of Louisiana's inter-library loan network, and will follow the State Library's guidelines.

8. LIBRARY LAPTOP COMPUTER CHECKOUT POLICY AND USER AGREEMENT

Laptop computers are available for *in-house use only*.

Who may check out:

Adult library customers who are at least 18 years of age may check out one of the laptop computers from the Circulation Desk for up to two hours. This library service is subject to availability. All laptops must remain in the library building during use.

To check out a laptop, a customer must:

- Submit their own current Rapides Parish Library card and a valid Louisiana driver's license or Louisiana photo ID.
- The library record and the driver's license must have the same address.
- The photo must match the customer.
- The customer must be in good standing (no fines or overdue items of \$25 or over).
- They must have been registered for a minimum of 90 days.
- These cards will be returned to the customer when he/she returns the laptop. Under no circumstances may a customer use another person's library card.

Circulation Period:

The loan period is 2 hours, *for in-house use only*. If no one is waiting to use the laptop, it may be renewed only once for another two hours, but this has to be done as the first two-hour loan is ending. Even if the laptop was not used for a full two hours, it must be returned to the Circulation Desk no later than 30 minutes before the library closes.

Blocks to checking out a laptop:

Fines of \$25 or over

Blocked customer record due to misuse of public computers

Misuse of laptops

Fines:

Overdue fines are charged after the laptop is overdue 15 minutes. Fines are \$5.

Form:

Library customers who check out a laptop must first sign the agreement found at the end of this policy.