



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:

Promoting literacy, guiding discovery, changing lives... for all.

2. CUSTOMERS

Customers of the Rapides Parish Library may be any resident of Rapides, Grant, Avoyelles, Evangeline, Allen, Vernon, LaSalle, Natchitoches, or any of the Libraries Southwest Consortium 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.

Persons who live outside of the serviced parishes 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 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.

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

Customer types:

It is the right, privilege, and obligation of the Parent and/or Legal Guardian of a Minor Child (ages 0-17) to carefully consider and select and approve a specific Library Card that is most appropriate for their Minor Child including the library materials that are most appropriate for their Minor Child as well as monitor the reading and viewing activities of their Minor Child while at the library.

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

****The "Guidance For Libraries Implementing 2023 La. Acts No. 436" issued by the Louisiana Office of the Attorney General on September 13, 2023, as well as La.R.S.25:225(C)(2)(b), specifically provide: "Library Card System Requirement: La.R.S.25:225(C)(2)(b) A library card system that requires a minor's parent or guardian to select whether the minor is permitted to check out sexually explicit material physically available in the library."**

“Digital Content Selection Requirement: La.R.S.25:225(C)(2)(c)

The Library must have a system in place that allows a parent or guardian to select whether their minor child may check out digital content.”

Thus, in accordance with the above legal directive, the Rapides Parish Library offers three (3) options for a **Minor’s Library Card**:

- 1. Restricted Minor Card**: Birth to age 17—this Library card only allows the minor child to check out physical items from the Library collection and the minor child shall have **NO ACCESS to check out Digital Content Materials**; the Library card prohibits the Minor Child from checking out materials that have been identified as “**sexually explicit**” by the Library Board of Control pursuant to La. R.S. 25:225; under this option, the Minor Child will have access to all material in a library collection but will be restricted from individual library materials;
- 2. Restricted Minor Plus Card**: Birth to age 17—this library card allows the minor child to check out physical items from the library collection including those materials that have been identified as “**sexually explicit**” by the Library Board of Control pursuant to La. R.S. 25:225; and the minor child shall have **NO ACCESS to checkout Digital Content Materials**;
- 3. Restricted Minor Plus & Digital Card**: Birth to age 17—this library card allows the minor child to checkout physical items from the library collection including those materials that have been identified as “**sexually explicit**” by the Library Board of Control pursuant to La. R.S. 25:225; and the minor child **shall have access to all Digital Content Materials**.

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.

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
Books	3 weeks
Kits or Objects	3 weeks
Magazines	3 weeks, 10 maximum
Compact disks, MP3-CDs or Playaways	3 weeks, 5 maximum
DVDs or Blu-Rays	3 weeks, 5 maximum
Electronic Resources	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. No late charges will accrue for materials including books, DVDs, audiobooks, and magazines, excluding laptops and hotspots, returned after their due date. However, items that reach six weeks past due may be charged to the patron's record and attempts to collect replacement costs will be pursued.

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

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

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

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

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 IN-HOUSE LAPTOP COMPUTER CHECKOUT POLICY AND USER AGREEMENT

Laptop computers and WiFi hotspots are available for checkout.

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 of in-house use or check out a laptop or hotspot for home use. This library service is subject to availability. All in-house laptops must remain in the library building during use.

To check out an in-house laptop, laptop, or WiFi hotspot, 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 for In-House Laptops:

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

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.

9. CIRCULATION FOR LAPTOPS & HOTSPOTS

Laptops and hotspots must be returned to the library on the due date at least 30 minutes before closing.

If laptops and/or hotspots are lost, damaged, or stolen, you are responsible for the replacement cost (\$1,000 for a laptop and \$350 for hotspot) plus any accrued overdue fines.

The library will not be responsible for a lost or stolen laptop even when it is used in the library. Under no circumstances should you leave the laptop unattended.

The customer bears the responsibility for damage to the laptop due to neglect, abuse, loss, or physical damage.

If you wish to save files that you have created must save them to a USB drive, etc. Any documents saved on the laptop will be lost when the laptop is shutdown.

Print drivers may be installed onto the laptop, but when laptop is turned off anything saved will be deleted.

Do not put the laptop in the book drop. They must be returned to a staff member who will check to make sure all items are returned intact.

You may only checkout one (1) laptop at a time.

Laptops will be checked out for a period of seven (7) days.

Laptops are not renewable.

You must provide your own accessories (e.g., mouse, headphones, and/or USB drive.) The use of the accessories must not require the installation of any software on the laptop.

Laptops can connect to the internet utilizing wireless access points at home or anywhere free or paid wireless access is available.

You may not install any software on the laptops.

You may not alter, delete, or copy any software loaded on the laptop, or otherwise change its existing software or hardware configuration.

At the time of checkout and check-in, the laptop will be inspected by a staff member to make sure it is intact and functioning properly.

If you experience problems with the laptops, report them immediately to the library staff.

You should not try to troubleshoot the laptop.

All laptops have police tracking capabilities.

Fines:

If a laptop bag is lost, a charge of \$45 will occur.

If an AC Adapter/Power Cord is lost, a charge of \$75 will occur.

Laptops may not be used for any illegal purposes.

If laptops are not returned on time, a fine of \$10 per day will be assessed.

Damage to laptop will be assessed a charge of \$25 per occurrence.

Form:

Library customers who check out a laptop and/or hotspot must first sign the agreement.

Approved by the Rapides Parish Library Board of Control: August 15, 2000
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