Library Card Policy

Individuals wishing to use the Acadia Parish Library services must have a valid library card and be in good standing with the Library. For these purposes, the Library offers several types of library cards.

REQUIREMENTS FOR A LIBRARY CARD

Library cards are issued to adult individuals with:

- A current picture ID issued by the State of Louisiana (with current address) AND
- A proof of residency confirming name/address within Acadia Parish (piece of mail or bill etc.).

Children below the age of 18 are required to have a parent or legal guardian appear in person at the library to obtain a library card. The parent/legal guardian is required to have a library card in order for a minor to obtain one, since the guardian is responsible for all library materials utilized by the minor.

First library cards are free. Lost library cards are $1.00 to replace. Replacement of a library card due to normal wear and tear is free.

All library cards are set to expire 2 years after their initial setup/renewal.

To renew a library card, the cardholder or parent/guardian should speak with a Librarian to provide current information pertaining to their account.

The Library will use the personal information provided by patrons solely for Library use only. The Library does not give or sell its list of account holders to other organizations. Library registration records are subject to the provisions of Louisiana State Law R.S. 44:13.

PATRONS ISSUED A LIBRARY CARD AGREE TO THESE TERMS:

- Must follow the Library's Patron Behavior Policy.
- Must pay all fines and fees owed for overdue, lost, or damaged library materials.
- Must promptly report loss of card or change of name, address, phone number, or email address.

REVOKING OF LIBRARY CARD PRIVILEGES

Library card privileges may be revoked by the Library Director for any of the following reasons:

- Violation of Library policies, including the Patron Behavior Policy.
- Excessive fines, lost or damaged item charges, or overdue items in account.
- Falsification of information in the patron's account.

LIBRARY CARD TYPES

ADULT (18+)

For resident adults of Acadia Parish, provides full access to the Acadia Parish Library's services.

YOUNG ADULT (13-17)

For resident young adults of Acadia Parish ages 13-17, provides full access to the Acadia Parish Library's services. At age 18 this card type automatically updates to the Adult card type.

JUVENILE (0-12)

For resident children of Acadia Parish ages 0-12, provides full access to the Acadia Parish Library's services. At age 13 this card automatically updates to the Young Adult card type.

LIBBY

For patrons who are only interested in e-books/e-audio books via the app Libby, and not physical materials in the library.

SPECIAL

Allows computer access for patrons who are unable to provide a current, permanent, local address.

NEW PATRON

For patrons who are only able to provide one proof of address OR expired photo identification, which allows for one physical item at a time (+ Libby/computer usage) until all proofs are shown to a Librarian – at which time the account can be converted into a full-service card.

RESTRICTED

Parents/legal guardians are responsible for supervising and monitoring their dependent's use of the Library and Library materials checked out thereto. Parents/guardians may choose a RESTRICTED card type – which places limitations on the sections of the library they may checkout items from. Those limitations are as follows:

Restricted Juvenile – may NOT check out items from the Young Adult OR Adult sections.

Restricted Young Adult – may NOT check out items from the Adult section.

Please Note:

- This includes all formats of items in said sections (magazines, videos, audiobooks).
- This card type does NOT allow access to Libby e-services due to limited content control restrictions.
- RESTRICTED card types do NOT automatically update from Juvenile > Young Adult – this requires the parent/legal guardian of the account to be present.
- RESTRICTED card types can be switched to a regular Juvenile/Young Adult card type at any time – this requires the parent/legal guardian of the account to be present.
- RESTRICTED Young Adult accounts automatically convert to a fully unrestricted Adult card type at age 18.
- Sexually explicit material will not be included in the Juvenile collection.

LIBRARY SERVICE OFFERINGS

PRINT MATERIALS

Print materials (i.e., books, magazines, and newspapers) are separated into three sections based on age appropriateness: Juvenile, Young Adult and Adult.

AUDIO MATERIALS

Audiobooks are separated into three sections based on age appropriateness: Juvenile, Young Adult and Adult.

VISUAL MATERIALS

Videos are separated into three sections based on age appropriateness: Juvenile, Young Adult and Adult.

COMPUTER/INTERNET

The Library hosts computers for patron usage, and open Wi-Fi for use by patrons on their own devices. Upon logging-in or connecting to the Wi-Fi Patrons are presented with a terms and agreement contract.

DIGITAL CONTENT

The Library's subscriptions to digital services such as Libby (e- books, movies, audiobooks, graphics/comics), and Flipster (e-magazines), contain material suitable for various age groups – and are subject to change.

INTERLIBRARY LOAN SERVICES

Available to patrons with full-service cards, the Library has the ability to borrow items (books, videos, audiobooks) from other neighboring libraries.

*Approved by Library Board of Control on September 18, 2023.