

## Lincoln Parish Library Card Policy

Patrons of the Lincoln Parish Library must reside in Lincoln Parish or one of the parishes of the Trail Blazer or Green Gold Library systems. Patrons must apply in person and present a current photo ID and proof of address. Proof of address can be obtained from a **current** rental agreement or piece of mail, such as a utility bill, bank statement, etc.

Persons who live outside of the serviced parishes but who work, attend school, or own property in Lincoln Parish, are also eligible. Along with the documents referenced above, proof of employment, such as check stub, school attendance, such as a student ID, or proof of property ownership, such as a tax bill, is required.

Persons who neither live, work, attend school, or own property in Lincoln Parish and who live outside the area may obtain a library card for an annual fee of \$30.00, the per capita support to the Library of Lincoln Parish residents.

People who are here temporarily must reside in the area for at least six weeks in order to obtain a temporary library card. Temporary cards are limited in checkouts and are issued on a case-by-case basis.

A parent or guardian must apply in person for a library card for a child (age birth-17) under their care. The child being registered must be present with the registering adult. These minor cards are linked to parent's and/or guardian's account because parents and/or guardians are responsible for all materials checked out by juveniles in their care. This includes any late and/or lost item fees. Linked accounts are automatically created for all cards issued to patrons who reside at the same address; therefore, any other caregiver who resides in the residence is also responsible for the child's account. **All linked accounts must be in good standing for any member of that "family" to checkout library materials.**

In compliance with Louisiana Revised Statute 25:225, as of June 1, 2024, cards for all currently and newly registered minors (under 18 years old) are limited by default to check out items from their corresponding age groups (children and/or teen sections). These are defined in the library catalog and by physical library locations. Minors may not check out items from any adult section or have access to any digital library collections or databases.

Parents and/or guardians, who created the minor's account or who provide proof of guardianship, may opt-out of this default restricted card for minors at any time by adding a signature of acknowledgement to their child's patron record converting it to a Teens Plus and/or Children Plus card.

For emancipated minors, a parent or guardian's permission will not be required to attain a library card.

Patron types:

- Patron: Age 18 and older with full access to all library materials
- Teens: Ages 13-17 with restrictions to materials in the Teen and Children's collections
- Teens Plus: Ages 13-17 with full access to all library materials, per parental approval
- Children: Birth through age 12 with restriction to materials in the Children's collections
- Children Plus: Ages Birth through age 12 with full access to all library materials, per parental approval
- University: a current student (nonresident) of Louisiana Tech University, Grambling State University, or Delta Community College. Limited to 10 checkouts.
- Temporary: must reside in the area for at least six weeks in order to obtain a library card. Limited to 10 checkouts.
- Bookmobile: patrons of the Library's homebound delivery service. This card status is assigned by the Library upon patron registration with the Outreach Coordinator. Bookmobile status can be temporarily given for patrons under extended care while recovering from an injury or illness.
- ILL Library: other Parish Libraries in the State of Louisiana who borrow materials via the State Library's interlibrary loan service. These cards are held by institutions and are directly added by Library Staff.

*Approved by the Lincoln Parish Library of Control, 05-16-2024, for implementation on June 1, 2024.*