



Lafourche Parish Library Card Policy

A library card is required to check out materials and equipment. Eligibility for a Lafourche Parish Library card is reliant on the following:

- Must be a resident of Lafourche Parish OR a resident from one of the surrounding Parishes with reciprocal borrowing.
 - a. Terrebonne
 - b. St. Mary
 - c. Assumption
 - d. Nicholls State University students may obtain a library card with student identification.
- Photo identification with correct address, Electronic ID's, such as LA Wallet are acceptable. May use a bill (rent, utility, etc.) to show correct address. The name on the bill must match the name on the photo ID.
- Patrons are considered adults at age eighteen (18), per LA Act No. 436.
- A library card is for the exclusive use of the person whose name appears on it. Patron whether child, teen or adult must be present to use the library card.
 - Level 1 and/or Level 2 cards may be used by the parent, if they are linked as the responsible party on the account, to check out items on the juvenile's behalf. The restrictions on the cards will still remain in place.
- Patrons must sign and accept cardholder responsibilities including responsibilities for fines and/or fees incurred by dependents.
- A patron's privileges may be revoked by failing to abide by policies including overdue fees and lost items.
- Lafourche Parish Public Library cards can be used at all Branches and Outreach programs. Only one library card will be issued per person.
- Library cards are free; however, a fee of \$2.00 is charged if the card is lost.

Cards are issued with a four (4) year expiration date at which point information will be checked for validity and card renewed.

*Pursuant to LA Act No. 436, the Lafourche Parish Library has four (4) types of library cards to meet the needs of our patrons and to comply with Act 436. For patrons under the age of eighteen (18), a parent or legal guardian must choose the type of card they want their child to have based on the types of materials that may be checked out with each card type. The parent or guardian **MUST sign, date, and choose the type of card for their dependent.** This form must be filled out any time a cardholder chooses to change card types and has to be done in person at any Lafourche Library location. No changes will be made over the phone or without the parent or guardian present unless the patron has turned eighteen (18) with appropriate ID.*

PIN (Personal Identification Number)

1. Patrons may establish or change a PIN by calling or visiting a local branch.
 - a. A PIN is required to use various electronic library resources.
 - b. If a patron is calling to establish or change a PIN, he/she will have to verify account information by having library card number, date of birth, address, and phone number.



- **Level one - Juvenile Card:** Typically birth – 12 years of age
 - Juvenile rated material only
 - No access to “Sexually Explicit” material as identified by the Library Board of Control (LBC)
 - Rated G & PG movies only
 - Rated E games only, unless waiver signed by parent
 - Must link the card to the responsible party’s library card
 - Access to digital collections but no materials marked in the digital database as YA or Adult where applicable including: Cloud Library, Cloud NewsStand, Flipster, Biblo+, Freegal, and Hoopla.
 - **OR** *No access to any digital collections*

- **Level two - Teen Card:** Typically 13-17 years old
 - Juvenile to Teen rated materials only
 - No access to “Sexually Explicit” material as identified by the Library Board of Control (LBC)
 - Rated G, PG & PG-13 movies only
 - Rated E games only, unless waiver signed by parent
 - Must link the card to the responsible party’s library card
 - Access to digital collections but no materials marked in the digital database as Adult where applicable including: Cloud Library, Cloud NewsStand, Flipster, Biblo+, Freegal and Hoopla.
 - **OR** *No access to any digital collections*

- **Level three - Adult Card:**
 - Access to all collections of the library including digital content
 - May be under eighteen (18) with parental consent

- **Online temporary card:**
 - Apply for a library e-card online. <https://www.lafourche.org/get-a-library-card>
 - When you apply, you will automatically receive a Level Two with digital collection access library e-card that is good for 14 days until we can verify age.
 - Library e-cards can only be used for online subscription services.
 - Receive your permanent Digital Library card by:
 - If under 18, your card will expire in 14 days and you will need to go to any of our branches with a parent or guardian to verify which level card they approve. Per LA Act 436
 - If you are 18 or over please email a copy of your driver’s license to headquarters@lafourche.org and you will be given a Level Three access card that will be mailed to the address given. The image of your Driver’s License will be put into your record within our library software.

(This temporary card allows Level two access to our online digital collections for 14 days without birthdate verification)