



WASHINGTON PARISH LIBRARY

Library Card Policy

The Washington Parish Library supports and follows the American Library Association's Bill of Rights and its Freedom to Read and Freedom to View statements, which recognize the right of persons to free and convenient access to information and ideas.

The Washington Parish Library first opened on Sunday, April 28, 1946 with the purpose of providing a storehouse of educational, cultural, informational, and recreational resources free and available to every citizen of the parish. Today, we continue this purpose, but we also extend our services beyond the parish as needed. This, and the enactment of La. Act 436 in 2023, has led to the development of this card system. This policy focuses on In Parish and Out-of-Parish cards for Adults and Juveniles.

You are the only person who is allowed to use your card for any library services. You are the only one responsible for all materials checked out with that card, and some materials can be expensive. We encourage everyone to treat their library card like a credit card and be careful to keep it safe.

Remember, your Washington Parish Library Card can be used at any of our branch locations, as well as from anywhere in the world to access our online resources!

In Parish Cards

These cards are available for free to those who qualify. Replacement cards are available for \$1. In extenuating circumstances, this fee may be waived at the discretion of the Branch Manager.

These cards are available to:

- Anyone who lives in Washington Parish
- Anyone who works in Washington Parish
- Anyone who goes to school in Washington Parish
- Anyone who owns property in Washington Parish

Adult Cards (In Parish):

- Are available to anyone who lives, works, attends school, or owns property in Washington Parish
- Are available to patrons 18 years of age or older, or patrons under 18 who are legally emancipated or legally married (must provide legal documentation)

These cards allow patrons to check out a total of 20 physical items, up to five (5) of which may be DVDs, as well as ebook and e-audiobooks from CloudLibrary. After two months in the Library system, an adult is able to check out technology, such as hotspots, tablets, and/or laptops.

Adult Cards expire at the end of five years. In order to renew their card for another five years, cardholders must:

- pay any unpaid balance on their account
- provide photo ID (and proof of current address if the ID is expired or incorrect)

Adult Quick Cards are available if a patron meeting the requirements for an Adult Card is unable to provide identification or proof of current address.

These cards allow patrons to check out a total of two (2) physical items, as well as ebooks and e-audiobooks from CloudLibrary. These cards do not allow the patron to check out technology.

These cards can be converted to a regular adult card upon providing a picture ID (and proof of current address if the ID is expired or incorrect).

Adult Quick Cards expire at the end of six months. In order to renew their card for another six months, cardholders must pay any unpaid balance on their account.

Juvenile Cards (In Parish):

- Are available to children aged 5 through 17 years old who live or attend school in Washington Parish
- Require the express permission of the child's parent or guardian
- Expire on the child's 18th birthday
- Parents/guardians are responsible for all items checked out to their child

Juvenile Unrestricted Cards allow a child patron to check out a total of 10 physical items from any book collection in the Library, including the Adult Non-Fiction and Adult Fiction sections. The card also provides access to ebooks and e-audiobooks from CloudLibrary.

Juvenile Semi-Restricted Cards allow a child patron to check out a total of 10 physical items from the Juvenile and Teen/Young Adult book collections in the Library. These cards do **not** provide access to ebooks and e-audiobooks from CloudLibrary.

Juvenile Restricted Cards allow a child patron to check out a total of 10 physical items from the Juvenile book collections in the Library alone. These cards do **not** provide access to ebooks and e-audiobooks from CloudLibrary.

All In Parish Juvenile Cards expire on the patron's 18th birthday, when they may either convert their current card to an Adult Card or receive a new Adult Card free of charge. Juvenile Cards may also be converted to Adult Cards upon the marriage or legal emancipation of the juvenile.

Out-Of-Parish Cards

Patrons who do not meet the requirements for a free library card may opt to purchase an Out-Of-Parish Card for \$10.

Out-Of-Parish Cards expire at the end of three years. Cardholders must pay any unpaid balance, provide a photo ID (and proof of current address if the ID is expired or incorrect), and pay the \$10 fee in order to extend the card for another three years.

Adult Cards (Out-Of-Parish):

- Are available to patrons 18 years of age or older, or patrons under 18 who are legally emancipated or legally married (must provide legal documentation)

These cards allow patrons to check out a total of 20 physical items, up to five (5) of which may be DVDs, as well as ebook and e-audiobooks from CloudLibrary.

Out-of-Parish cards are not eligible to check out technology.

Juvenile Cards (Out-Of-Parish):

- Are available to children aged 5 through 17 years old who neither live nor attend school in Washington Parish
- Require the express permission of the child's parent or guardian
- Expire at the end of three years
- Parents/guardians are responsible for all items checked out to their child

Juvenile Unrestricted Cards allow a child patron to check out a total of 10 physical items from any book collection in the Library, including the Adult Non-Fiction and Adult Fiction sections. The card also provides access to ebooks and e-audiobooks from CloudLibrary.

Juvenile Semi-Restricted Cards allow a child patron to check out a total of 10 physical items from the Juvenile and Teen/Young Adult book collections in the Library. These cards do **not** provide access to ebooks and e-audiobooks from CloudLibrary.

Juvenile Restricted Cards allow a child patron to check out a total of 10 physical items from the Juvenile book collections in the Library alone. These cards do **not** provide access to ebooks and e-audiobooks from CloudLibrary.

Registration Requirements

All registrations, except for the Adult Quick Card, require proof of the library card holder's identity and their physical address. An unexpired Louisiana state ID or driver's license (with the patron's correct address) will fulfill both requirements. Other acceptable documentation can be found at the end of this section.

For residents of Washington Parish:

- Proof of identity
- Proof of residence if your photo ID does not include your current Washington Parish address or is expired
- Note that the Library will not accept mail received at a U.S. mailbox or commercial mail drop box as proof of residency in Washington Parish

For non-residents who work or attend school in Washington Parish:

- Proof of identity
- Proof of residence if your photo ID does not include your current address or is expired
- Proof of being employed or enrolled in Washington Parish, such as a pay stub, tuition bill or receipt, report card, employee ID, or school ID.

For owners of property, but non-residents of Washington Parish:

- Proof of identity
- Proof of residence if your photo ID does not include your current address or is expired
- Proof of ownership of property in Washington Parish, such as a Washington Parish tax notice or receipt for payment of property tax in Washington Parish.

For out-of-parish:

- Proof of identity
- Proof of residence if your photo ID does not include your current address or is expired
- Cards expire at the end of three years. Cardholders must pay any unpaid balance and provide photo ID (and proof of current address if ID is expired or incorrect), and pay the \$10 fee in order to extend the card for another three years.

For Juvenile cards:

- A parent or guardian to co-sign the registration form with the child.
- Proof of identity for the parent or guardian
- Proof of the child's identity, such as a student ID, birth certificate, vaccination record, insurance card in child's name, or report card.
- Proof of residence for the parent or guardian if the photo ID does not include a current address or is expired
- Note: The parent or guardian is responsible for the use of the child's card: any fines, damages or lost items must be paid.
- In Parish Juvenile Cards expire when the child turns 18 years old and is eligible for an adult card; Out-of-Parish Juvenile Cards expire every three years but can be converted at any time the cardholder meets the requirements to get an Out-of-Parish Adult Card.

Card Renewal:

Please visit any of our branches to renew your library card. If visiting one of our branches presents a hardship, you may contact the Library to make special arrangements.

Lost Cards:

If you have lost your library card, please call any of our branches to alert us. We will place a block on the account to prevent others from using the lost card.

To get a replacement card, visit any library location with your picture ID.

Examples of Acceptable Documentation

Proof of identity:

- Driver's license or State-issued ID Card
- School ID
- Military ID
- US Passport Book or Passport Card
- Permanent Resident / Alien Registration Receipt Card

Proof of Address:

- Voter registration card
- Utility bill
- Lease/rental agreement
- Mortgage statement
- Property tax bill or receipt
- Home or auto insurance policy

Proof of eligibility through employment in Washington Parish:

- Most recent pay stub
- Employee ID
- Most recent W-2

Proof of eligibility through enrolment in a school in Washington Parish:

- Most recent tuition bill or receipt
- Most recent report card
- School ID

Proof of eligibility through property ownership in Washington Parish:

- Washington Parish tax notice
- Receipt for payment of property tax in Washington Parish