

Registration Policy

Approved by: Library Board of Control, Date: Prior to 2005, Revised: Feb 2022

Introduction

Library cards are issued free of charge to all residents of Bossier Parish. Persons who live, attend school, own property, or are employed in Bossier Parish are eligible for a card. A valid card entitles the user to borrow any materials from the library which are available for loan.

Patrons may also apply and participate in the Green Gold Library System, a borrowing and lending network between northwest Louisiana Public Libraries. It allows patrons native to one library system to borrow materials not found in their home libraries. The following parishes are participating libraries:

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|-------------|-----------|-----------|----------------|
| • Bienville | • Bossier | • Caddo | • Claiborne |
| • De Soto | • Grant | • Lincoln | • Natchitoches |
| • Red River | • Sabine | • Webster | • Winn |

Responsibilities

Card users are responsible for the liability and care of borrowed materials. Cards are non-transferable, and it is the patron's responsibility to monitor the use of their card.

To ensure accurate records, patrons must report lost, stolen, or damaged cards and changes in names, addresses, telephone numbers, and email addresses to the library as soon as possible.

Renewal

Cards are renewed every three years. Temporary cards expire after 90 days of inactivity.

Replacement Cards

Lost, stolen, or damaged cards may be replaced at no charge.

Verification Requirements

Verification of eligibility include the following documents, but are not limited to:

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|---|-----------------|-------------------------------|
| • Voter Registration Card | • Student ID | • Proof of Property Ownership |
| • Utility Bill | • Pay Statement | • Rent Receipt |
| • Driver's License | • Military ID | |
| • Mail addressed to applicant postmarked within 30 days of application date | | |

Card Types

Card types are necessary to ensure proper limitations and are bound to the same rules and regulations unless otherwise noted. All cards have access to the library's digital collection.

Card Type		Limitations/Notes
Adult	18 +	
*Child/Teen	17 & under	<ul style="list-style-type: none"> ● Parent/Guardian must sign agreement accepting responsibility of child's card ● Not allowed to check out DVDs and non-traditional materials
Green Gold	Live in a participating Green Gold library system	<ul style="list-style-type: none"> ● Must present their home library card ● Cannot check out Interlibrary Loan (ILL) and non-traditional materials ● Requests for new materials not permitted
Temporary	Applicants without a permanent Bossier Parish residence	<ul style="list-style-type: none"> ● Can check out up to 6 items at one time (not to exceed 3 DVDs) ● Cannot check out Interlibrary Loan (ILL) and non-traditional materials ● Expires after 90 days of inactivity ● Exceptions may be approved on a case-by-case basis, at the discretion of the manager
Organization	Organizations in Shreveport-Bossier area that serve educational purposes	<ul style="list-style-type: none"> ● Must be made in writing on official letterhead ● Signed by individual who will assume responsibility for any and all items borrowed, as well as for settling any damaged and lost fees ● Responsible person will furnish a list of authorized users ● 30-day loan period
Educator	Educators in Bossier Parish	<ul style="list-style-type: none"> ● Must provide verification (school ID, LA DOE home study approval letter, etc.) ● 30-day loan period ● Non-fiction items 6 per subject
e-card		<ul style="list-style-type: none"> ● Access to the library's public computers, online databases, downloadable collection, and Wi-Fi ONLY
BPL Delivers	Individuals who have been approved for home delivery service	<ul style="list-style-type: none"> ● Must submit application form through BPL Delivers Coordinator ● Can check out up to 25 items at one time (not to exceed 2 DVDs – 3 months or older) ● 30-day loan period
*Child Only	Ages 9 through 12	<ul style="list-style-type: none"> ● Does not require parent/guardian signature ● Limited to 3 physical materials
*Teen Only	Ages 13 through 17	

**It is the policy of the Bossier Parish Library Board of Control that parents and guardians, not library staff, are responsible for monitoring and approving the selection of materials made by minor children.*