

# Registration Policy

*Approved by: Library Board of Control, Date: Prior to 2005, Revised: Aug 2023*

## Introduction

Library cards are issued free of charge to all residents of Bossier Parish. Persons who live, attend school, own property, active-duty U.S. military members stationed in Bossier Parish and immediate family members, or are employed in Bossier Parish are eligible for a card. A valid card entitles the user to borrow 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:

- |             |           |           |                |
|-------------|-----------|-----------|----------------|
| • 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. Phone renewals require verification of at least two identifiers (date of birth and address). Renewals cannot be completed if in-person verification is required, fine limits are exceeded, or there is no registration form on file.

## 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:

- |                           |                 |                               |
|---------------------------|-----------------|-------------------------------|
| • 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
  - Unexpired photo ID and proof of current address required. LA Wallet accepted. Non-residents must provide proof of working or attending school in Bossier Parish. Children may receive a card at any age at parent's discretion.
  - Minors must be present with parent/guardian. Parent/guardian may use their own ID and proof of address to register the child. Per LA R.S. 25:225, parent/guardian must sign the registration form acknowledging responsibility for items, fees, and material selection. Parent/guardian does not need a library card but must present a valid ID.

## Card Types

Card types are necessary to ensure proper limitations and are bound to the same rules and regulations unless otherwise noted.

Card Type		Limitations/Notes
<b>Adult</b>	18+	<ul style="list-style-type: none"> <li>• Eligible for free print allowance</li> </ul>
<b>*Child/Teen</b>	17 & under	<ul style="list-style-type: none"> <li>• Parent/Guardian must sign agreement accepting responsibility of child's card</li> <li>• Not allowed to check out DVDs and non-traditional materials</li> <li>• Eligible for free print allowance</li> </ul>
<b>Green Gold</b>	18 + Live in a participating Green Gold library system	<ul style="list-style-type: none"> <li>• Must present their home library card</li> <li>• Can check out up to 10 items at a time (not to exceed 5 DVDs)</li> <li>• Cannot check out Interlibrary Loan (ILL), non-traditional materials, and all kits</li> <li>• Requests for new materials not permitted</li> <li>• Not eligible for free print allowance</li> </ul>
<b>Temporary</b>	Applicants without a permanent Bossier Parish residence	<ul style="list-style-type: none"> <li>• Can check out up to 6 items at one time (not to exceed 3 DVDs)</li> <li>• Cannot check out Interlibrary Loan (ILL) and non-traditional materials</li> <li>• Expires after 90 days of inactivity</li> <li>• Exceptions may be approved on a case-by-case basis, at the discretion of the manager</li> <li>• Not eligible for free print allowance</li> </ul>
<b>Organization</b>	Organizations in Shreveport-Bossier area that serve educational purposes	<ul style="list-style-type: none"> <li>• Must be made in writing on official letterhead</li> <li>• Signed by individual who will assume responsibility for any and all items borrowed, as well as for settling any damaged and lost fees</li> <li>• Responsible person will furnish a list of authorized users</li> <li>• 30-day loan period</li> <li>• Not eligible for free print allowance</li> </ul>
<b>Educator</b>	Educators in Bossier Parish	<ul style="list-style-type: none"> <li>• Must provide verification (school ID, LA DOE home study approval letter, etc.)</li> <li>• 30-day loan period</li> <li>• Non-fiction items 6 per subject</li> <li>• Not eligible for free print allowance</li> </ul>
<b>e-card</b>	18 and older 1 year renewal only	<ul style="list-style-type: none"> <li>• Access to the library's public computers, online databases, downloadable collection, and Wi-Fi <b>ONLY</b></li> <li>• Eligible for free print allowance</li> </ul>
<b>BPL Delivers</b>	Individuals who have been approved for home delivery service	<ul style="list-style-type: none"> <li>• Must submit application form through BPL Delivers Coordinator</li> <li>• Can check out up to 25 items at one time (not to exceed 2 DVDs – 3 months or older)</li> <li>• 30-day loan period</li> <li>• Not eligible for free print allowance</li> </ul>
<b>*Child Only</b>	Ages through 12	<ul style="list-style-type: none"> <li>• The child only card permits check out of children's books, magazines, phonics kits and audiobooks inclusive of playaways.</li> <li>• Teen only card permits check out of Children's and Young Adults books, magazines, phonics kits, and audiobooks inclusive of playaways.</li> <li>• Not eligible for free print allowance</li> </ul>
<b>*Teen Only</b>	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.*