

## 501 - Patron Registration Policy

Date Policy Approved: July 26, 2012 by DeSoto Parish Library Board of Control

Revised: February 28, 2013 by DeSoto Parish Library Board of Control

1. Anyone who lives, works, goes to school, or owns property in DeSoto Parish may register for a library card. Registration applications will be taken at any of our four branches.
2. The library issues borrowers' cards for several types of patron registration, based on the age of the patron and his/her residency. Standard registrations include Adult, Young Adult, and Juvenile cards. Special borrower types include Green Gold, Temporary and Non-resident. (*See Patron Card Types*)
3. All information requested on the registration form must be supplied.
4. A prospective borrower must provide two forms of identification showing his/her correct name and current address. Examples can include a driver's license, utility bill, voter's registration card, and personalized bank check. A check stub would show that someone works in our parish. Other forms of identification can be accepted at the discretion of the staff.
5. A customer may be registered only once. The first card is free as is a replacement card. The next replacement card will be \$1.00 with any additional replacement cards costing \$5.00 each.
6. A customer is responsible for reporting lost or stolen cards, changes in name, address, phone number, etc.
7. The following are limits on material types per card: books-25, magazines-25, books on CD or cassette-25, DVDs or videos-7, playaways--25 & playaway views-2. Books, magazines, books on CD or cassette, playaways can be checked out for 2 weeks with possible renewal. DVDs, playaway views can be checked out for 7 days with possible renewal.
8. A customer may use his/her DeSoto Parish Library card at any of our 4 facilities and return items at any facility.
9. It is preferred that customers check out items with their library card, but staff may accept a valid driver's license or other photo I.D. for checkout if the information on the I.D. matches the patron's record. If you know the person and they do not have their card or I. D. with them, you can still check out to them.
10. When a customer exceeds the limit of allowable financial charges on the card, which is currently \$10, he/she may not check out, renew, or place holds until the account is under \$10.