

600.1 - Circulation Policy

Date Policy Approved: February 11, 2011

Possessing a valid Desoto Parish Library card allows the user to check out and return items at any of our four facilities located in Mansfield, Pelican, Logansport, or Stonewall.

It is preferred that the user present his/her library card when checking out items. Staff may accept a valid driver's license or other photo I.D. for checkout, if the information matches what is on the patron's registration record in the computer. With staff discretion checkouts can occur without I D.

When a user exceeds the limit of allowable financial charges, which is currently \$5.00, he/she may not check out, renew or place holds on items until the amount is below the \$5.00.

The following outlines limits on amounts and time of check out of material types per card: books and magazines as well as books on CD or cassette – 25 for 2 weeks, DVDs or videos and playaways – 7 for 7 days, and playaway views – 2 for 7 days. Laptops can be checked out for 3 days. Renewals may be possible, if no holds have been placed on the item.

Young adults can borrow any circulating item, except laptops. Children can only check out materials that are cataloged as Juvenile.