

Circulation Policy

Date Policy Approved: February 11, 2011

Revised: November 30, 2023 by DeSoto Parish Library Board of Control

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 ID.

Children (up to age 11) and Young Adults (12-17) are required to have a parent or a legal guardian present to obtain a library card OR renew a library card.

When a user exceeds the limit of allowable financial charges, which is currently \$10.00, he/she may not check out, renew or place holds on items until the amount is below the \$10.00.

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 Unrestricted can only check out materials that are cataloged as **Young Adults** and **Young Adults Restricted** as well as **Juvenile Children** and **Juvenile Children Restricted**.

Young Adults Restricted can only check out materials that are cataloged as **Young Adults** and **Juvenile Children**. They are not allowed to check out materials cataloged as **Young Adult Restricted** and **Juvenile Children Restricted**.

Juvenile Children Unrestricted can only check out materials that are cataloged as **Juvenile Children** and **Juvenile Children Restricted**.

Juvenile Children Restricted can only check out materials that are cataloged as **Juvenile Children**. They are not allowed to check out materials cataloged as **Juvenile Children Restricted**.