

Subject: Patron Library Cards
Section: Service
Amended: October 23, 2023

PATRON LIBRARY CARDS

The Franklin Parish Library and the materials, equipment, and furnishings it contains are the property of Franklin Parish and are provided by public funds. Circulation of materials from Franklin Parish Library is without charge to residents of the parish, non-residents who own property in the parish, and persons who work or attend school in the parish. Non-resident persons may also obtain service through a reciprocal agreement with their home parish library or through use of a Trail Blazer Library System Card.

There is no charge for a patron's initial library card. Replacements for lost, stolen, or damaged cards are \$2.00 each. Library cards will be set to expire in 3 years and patrons may renew them by phone, email, or by visiting either library branch. Patron records will be purged if no activity has been made on their card within 3 years and no fines/fees are owed.

Any individual wishing to borrow materials from the Franklin Parish Library must present a valid Franklin Parish Library card. Patrons are responsible for all material checked out on their card. No patron is allowed to check out materials for anyone else with the following exceptions:

1. Persons who are institutionalized or homebound who may have carriers bring material to them as long as arrangements are made for the materials return
2. Parent, legal guardian, or other responsible party (aged 18 or above) checking out materials for the minor they are responsible for

To obtain a library card, an individual must meet the qualifications of their determined borrower type and complete an application either online or in person. The library offers a variety of borrower types to meet the needs of individuals wishing to utilize the library's services. These borrower types and eligibility requirements are listed below.

- **Adult (18 years of age or older):**

- Adult residents, those 18 years or older, may obtain service by registering and providing a verified address. Requirements to register for a card include:
 - A Louisiana driver's license bearing the individual's current mailing address
 - OR
 - Other valid picture identification (Louisiana I.D., school I.D., etc.) showing current mailing address.

If this identification does not list a mailing address, any of the following forms of I.D. are acceptable:

1. Checkbook with current mailing address
2. Mail with recent date showing mailing address
3. Receipt for payment of rent or utility charges within parish
4. Lease agreement showing current address in parish

- Adult citizens who reside outside of Franklin Parish but own property in the parish, a copy of the most recent tax bill along with a valid driver's license must be presented.
- Adult citizens who reside outside of Franklin Parish but work in the parish may provide their valid work identification badge or another form of verification of employment.
- **Young Adult (13 to 17 years of age):**
 - Teen/Young adult residents of or students in Franklin Parish may obtain a library card following the requirements below:
 - Parent, legal guardian, or other responsible party (aged 18 or above) must sign for the card with the understanding that they are responsible for materials borrowed. Any damaged or lost materials becomes the fiscal responsibility of the minor's signee.
 - Parent, legal guardian, or other responsible party (aged 18 or above) must have a library card account in good standing.
 - Parent, legal guardian, or other responsible party (aged 18 or above) must fill out a Materials Restriction Form to set the desired access level for Library collections and electronic resources.
- **Juvenile (0 to 12 years of age):**
 - Child/Juvenile residents of or students in Franklin Parish may obtain a library card following the requirements below:
 - Parent, legal guardian, or other responsible party (aged 18 or above) must sign for the card with the understanding that they are responsible for materials borrowed. Any damaged or lost materials becomes the fiscal responsibility of the minor's signee.
 - Parent, legal guardian, or other responsible party (aged 18 or above) must have a library card account in good standing.
 - Parent, legal guardian, or other responsible party must fill out a Materials Restriction Form to set the desired access level for Library collections and electronic resources.
- **Group Home**
 - Adult group home residents may obtain a library card with approval of the group home administrator / supervisor. The group home administrator or supervisor will be placed as the responsible party of that individual with the understanding that they are responsible for materials borrowed and any damaged or lost materials.
- **Homebound**
 - Adult patrons who become homebound for any reason may continue to receive services from the library as long as a responsible party is named who will be in charge of ensuring material is picked up and returned.
- **Trail Blazer System Card:**
 - Patrons who present their Trail Blazer System Card provided by their home parish library may apply for a Franklin Parish Library card following same requirements above for Adult, Teen/Young Adult, Juvenile despite not living/working/owning land/being a student in Franklin Parish.
 - Adult (18 years of age or older) Franklin Parish Library patrons who wish to obtain a Trail Blazer Library System card may do so with the following requirements:
 - Have an existing Franklin Parish Library card for a minimum of 6 months

- Be in good standing without any late, lost, or other fines/fees due
- Minor (Teen/Young Adult or Child/Juvenile) Franklin Parish Library patrons who wish to obtain a Trail Blazer Library System card may do so with the following requirements:
 - Parent, legal guardian, or other responsible party (aged 18 or above) must have a Trail Blazer Library System Card
 - The minor patron must be in good standing without any late, lost, or other fines/fees due
 - The parent, legal guardian, or other responsible party (aged 18 or above) must also be in good standing without any late, lost, or other fines/fees due