

## OBTAINING A LIBRARY CARD

Residents of or property owners within Jackson Parish, or non-residents who are employed in the parish, may obtain their first library card free of charge by completing a library card application, providing proper identification and completing the address verification process. The fee for the replacement of lost or damaged cards is \$2.00 per card. Card/key tag combinations are issued to adult patrons only. These patrons must apply for a library card in order to further utilize public library computers. All patrons without a library card will be asked to show proper identification in order to verify parish residency prior to receiving computer access. Non-residents or visitors may be granted a computer pass when visiting the library pending proof of residency shown at the time of request for computer access. Patrons who cannot show proof of residency at the time of the request will be denied computer access. In the event a nonresident or visitor would like access to materials for check-out purposes, they may obtain a library card by completing a library card application, providing proper identification, posting a \$25.00 refundable deposit and completing the address verification process. The deposit will be refunded to the patron when the card is surrendered and the patron's library account voided. All materials must have been returned and all outstanding fines, fees and other charges must have been paid in full for the account to be voided and the refund to be issued. Refunds will not be issued to any person other than the patron on the library account. Residents of neighboring parishes who have a Trail Blazer System card issued by their home parish library and are in good standing with their home parish library may obtain a Jackson Parish Library card free of charge by presenting the system card and providing proper identification at the time of the request. Children five (5) years of age or who are enrolled in kindergarten can have a library card issued in their own name. A parent or guardian is required to sign the application for all juveniles younger than 18 years of age. Parents or guardians are responsible for all materials borrowed and fines incurred by their minor children. The child's library account will be linked to the library account of the signing parent or guardian. It is to be understood that in the event either account retain unpaid fines or fees or become in bad standing with the library, all linked accounts will be blocked from further use of library services, along with the delinquent account, until the issue(s) are resolved. New patrons are required to complete the address verification process. This process must be completed in person. No over the phone or email requests for library card applications and/or address verifications will be accepted. The patron must self-address the verification postcard during the application process using the address on record with the library. It is requested that the patron do so legibly. The address verification postcard will then be mailed to the patron at the address listed. Until the address verification process is complete, new patrons accounts are considered unverified and are limited to only 3 items checked out at a time. This limit includes a maximum of 1 audio/visual item at a time. The patron must bring the postcard back to the library within thirty (30) days and present it to a staff member at the circulation desk with photo identification and his/her library card. The first address verification postcard is free. If subsequent cards must be mailed to verify a patron's address a fee will be charged to the patron's account. Once an unverified account has reached thirty (30) days after application the account will be blocked from further library service use until the address verification post card is returned or the patron requests a second address verification postcard be mailed out. The second address verification postcard fee is \$.50. Once the second postcard has been sent, the block will be removed and patrons will have another thirty (30) days of limited library use within which they should return the verification postcard. Should patrons fail to do so, the account

will be blocked again at the end of the second thirty (30) day period. This blocked status will not be removed until the account is officially verified. Any other address verification postcards requested after the second postcard will be \$1.00 per card. If a library card is lost or stolen the cardholder is required to notify the library immediately so the patron's card can be blocked from unauthorized use. Patrons are responsible for notifying the library promptly of any change(s) of name, address, telephone number, \*or other identifiable information. \*In the event of such changes, individuals will be held responsible for any library fines or fees incurred on previous cards under previous identities. Failure to notify the library about a lost, stolen or missing library card means the cardholder, or the parent/guardian of the cardholder, will be held responsible for any library fines or fees incurred on the card