

Shreve Memorial Library

Circulation Policy

- A patron must have a valid library card registration and be in good standing in order to check out items. It is preferred that patrons check out items with their library card, but staff may accept a facsimile from a mobile device or the physical version of the form of photo identification that was originally used to apply for library privileges instead.
- A patron is responsible for all materials checked out on his/her library card, unless he or she has previously reported the library card missing or stolen. Parents/guardians must agree to be responsible for items checked out on their children's cards; corporate and other entities must accept responsibility for items checked out on their corporate cards.
- The Library is not responsible for damages caused to a patron's equipment by materials checked out from the library.
- A patron must return materials or pay assessed charges for items not returned and are assumed/claimed lost.
- Failure to pay assessed damage fees or lost item charges may result in the borrower's card being blocked and library services restricted.
- Limitations are placed on the number of items which can be checked out on different types of library cards, and on the number of times items may be renewed. Each patron may borrow no more than 50 library items at one time. Patrons may have up to 25 items on hold at one time.
- Parents have the responsibility to guide their children in the selection of circulating library items.

Circulation Procedures

I. Borrowing Privileges

A. The library will restrict borrowing privileges of patrons who:

1. Accrue more than \$5.05 in estimated unpaid charges and/or fees.

B. Patrons whose borrowing privileges have been restricted may not check out any additional library items or renew until they reduce their unpaid charges and/or fees below the \$5.05 maximum.

C. Other Limitations

1. Special borrower's classifications have different limits:
 - a. **Temporary** borrowers have a limit of 5 items total and may not borrow inter-library loan items.
 - b. **Green Gold System** borrowers cannot make inter-library loan requests through Shreve Memorial Library. Inter-library requests must be made through their resident parish library system.

Adopted by Shreve Memorial Library Board of Control on 05-24-04.

Revisions by the Board of Control on 09-28-09; 03-26-12; 02-12-12; 09-23-13; 12-01-14; 06-08-15, and 07-26-21.

Revisions of Procedures by Administration 08-2021 and 05-2023.

Circulation Policy and Procedures reviewed by the SML Policy Review Committee and submitted to Board of Control for approval on 12-04-2023

Amended, approved, and adopted by the Shreve Memorial Library Board of Control on 12-04-2023

Amended, approved, and adopted by the Shreve Memorial Library Board of Control on 08-20-2025

II. Patron's Selection of Circulating Items

A. Shreve Memorial Library provides the following classifications levels of circulating items:

1. **Adult**-which includes all circulating items of the collection.
2. **Young Adult**, which allows a patron age 11 through 17 years to borrow any circulating materials in the YA and Juvenile collection, with **no access** to digital services that may contain sexually explicit content (Overdrive, Hoopla, and Kanopy).
3. **Juvenile**, which allows a patron under age 11 to borrow any circulating materials, including media, which are cataloged as Juvenile, with **no access** to digital services that may contain sexually explicit content (Overdrive, Hoopla, and Kanopy).
4. **Young Adult Digital**, which allows a patron age 11 through 17 years to borrow any circulating materials in the YA and Juvenile collection, with access to the YA and Juvenile collections in digital services (Overdrive and Hoopla).
5. **Juvenile Digital**, which allows a patron under age 11 to borrow any circulating materials, including media, which are cataloged as Juvenile, with access to the Juvenile collections in digital services (Overdrive and Hoopla).
6. **Young Adult All Access**, which allows a patron age 11 through 17 years to borrow all levels of circulating materials (Juvenile, Young Adult, and Adult), with access to all levels of materials in digital services (Overdrive, Hoopla, and Kanopy).
7. **Juvenile All Access**, which allows a patron under age 11 to borrow all levels of circulating materials (Juvenile, Young Adult, and Adult), with access to all levels of materials in digital services (Overdrive, Hoopla, and Kanopy).

B. Parents have the basic responsibility to guide their children in the selection of circulating library items.

1. Parents are encouraged to accompany their children to the library as they select items for class assignments or recreational reading.
2. The library staff will NOT attempt to establish reading levels or appropriateness of the items. (This is the parent's responsibility.)

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ITEM TYPE	LOAN PERIOD	RENEWALS*	LIMITS	LOST /IRREPARABLE CHARGES	DAMAGED
BOOKS - ADULT/YOUNG ADULT	2 weeks	5		Cost or \$40.00	Cost
BOOKS - JUVENILE	2 weeks	5		Cost or \$20.00	Cost
GOVERNMENT DOCUMENTS	2 weeks	5		Cost or \$40.00	Cost
CDs – ADULT/YOUNG ADULT/JUVENILE	2 weeks	5		Cost or \$40.00	Case \$3; Disc \$5
PLAYAWAY VIEW	2 weeks	5	2	\$100.00	Case \$5.99; Charger \$15.00; Lock \$1.00
PLAYAWAY AUDIO	2 weeks	5	5	Cost or \$19.99	Case \$3.99; Battery Cover \$0.59; Lock only \$1.00
PLAYAWAY BOOK PACKS	2 weeks	5	1	Cost	Case \$7.00; Lock only \$1.00
MAGAZINES	2 weeks	5		Cost or \$5.00	Cost or \$5.00
DVD Series	2 weeks	5		Cost or \$40.00	Case \$3.00; Disc \$5.00
DVDs	2 weeks	5		Cost or \$40.00	Case \$3.00; Disc \$5.00
ILL – BOOK & VIDEO	2 weeks	0	10	Cost or \$40.00	Cost
BINGE BOOK BAG	35 days	5	2 bags	Cost or \$40.00	Cost
TONIES BAG	2 weeks	5	1	Cost or \$155.00	Charger \$15; Carrying Case \$15, Tonie figure \$15
SCI-PORT PASSES	7 days	0	1	Case \$3.00	Case \$3.00
LAUNCHPADS	2 weeks	5	3	Cost	Case \$15.99; Bumper \$8.99; Charger \$14.99; USB Cable \$9.99; Cracked Screen \$59.99
STEAM KITS & STAY SHARP KITS	2 weeks	5	1per type	\$50.00	\$10.00 per item in kit if it is lost or damaged beyond repair
VOX BOOKS & WONDERBOOKS	2 weeks	5	3 per type	Cost or \$40.00	Cost
NINTENDO SWITCH CONSOLES	1 week	5	1	\$253.00	Charger \$30.00; Carrying Case \$20.00; Screen Protector \$1.00
VIDEO GAMES (NINTENDO SWITCH, PLAYSTATION, XBOX)	2 weeks	5	3 per type	Cost or \$50.00	Case \$5.00
HOTSPOTS	1 week	0	1	\$226.00 (5G) \$90 (4G)	Charger \$10; Case \$16
LITTER CLEANUP KITS	1 week	5	5	\$8.00	Cost
LEMONADE STAND KITS	1 week	0	1	\$98.00	Stand Kit \$88.00; Cooler \$10.00
WHAZOODLE	2 weeks	5	1	Cost	Case \$15.99; Charger \$9.99
TOTAL ITEMS LIMIT			50 library items		

*The library will automatically renew items for an additional loan period if the items do not have any holds on them. These renewals will take place on the day the item is due and are available up to the renewal limit of the item.

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