

Shreve Memorial Library

Registration Policy

1. Anyone who lives, works, goes to school, or owns land in Caddo Parish may register for a library card. Active military personnel (including spouses and children) may also register. The registration form is available online at <http://unicorn.shreve-lib.org>. Library cards can be issued at any Shreve Memorial Library Branch, at any time the library is open.
2. The library issues borrowers' cards for several types of patron registrations based on the age of the patron and his/her residency in Caddo Parish. Standard registrations include Adult, Young Adult, and Juvenile cards. Special borrower types include Green Gold, Temporary, Corporate, and Mobile Library.
3. A patron may be registered only once.
4. Any patron must provide positive identification showing his/her correct name and current address as part of the registration process.
5. A patron may use his/her SML card at any Shreve Memorial Library Branch. **State registered sex offenders' (LA. RS 14.91.2) access to some branches may be limited.**
6. When a patron exceeds the limit of allowable financial charges on the card, he/she may not check out, renew, or place holds until the account is cleared.
7. A patron is responsible for reporting lost or stolen cards to the Library.
8. Library cards (except temporary cards) expire every three (3) years. Temporary cards expire after one year. Renewal of privileges must be done in person by the card holder or a legally responsible proxy.

Registration Procedures

I. Borrower's Cards

The library issues Borrower's Cards for several types of patron registrations.

A. Internal Registrations

Library Board of Control Members and Library staff members have a specially designated status.

B. Patron Registrations

1. Levels of Patron Registrations

- a. **Adult**, which allows a person age 18 or older to borrow any circulating materials.
- b. **Young Adult**, which allows a patron age 11 through 17 years to borrow any circulating materials, except media (DVDs, online materials) cataloged as 18 years or over.
- c. **Juvenile**, which allows a patron under age 11 to borrow any circulating materials, including media, which are cataloged as Juvenile.

(These levels apply to the following registration types: Standard, Temporary, and Mobile Library.)

2. Patron Registration Privileges

a. Standard

A patron card issued to a person who lives, works, goes to school, or owns property in Caddo Parish; or an active duty member of the military and his/her immediate family. May be issued at any of the three levels listed above.

b. Green Gold

1) ***A service offered by Shreve Memorial Library to a patron who lives in Caddo Parish and wants to use public libraries in surrounding parishes which are members of the Green Gold Library System.***

- a) A patron must present a current valid Adult Shreve Memorial Library card, must show appropriate identification to establish eligibility, and may **not** be delinquent with library materials.
- b) This registration is considered current as long as the patron maintains a current Adult Shreve Memorial Library card. A patron who allows his/her library card to expire also forfeits 'Green Gold' borrowing privileges.

2) ***A Shreve Memorial Library card issued to a person who has library privileges from another parish in the Green Gold Library service area (See <http://www.greengoldlibraries.org>) and wants to use the Shreve Memorial Library System.***

- a) After the person displays a current, valid library card issued from another parish, he/she must complete a regular Shreve Memorial Library online registration and produce an applicable ID and proof of address.
- b) Thereafter, this individual must produce a current, valid Shreve Memorial Library patron card or 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.
- c) Green Gold patrons must submit inter-library loan and Overdrive requests through their resident parish library system (**not Shreve Memorial Library.**)
- d) A Green Gold patron from another Parish who allows his/her home library card to expire also forfeits Green Gold borrowing privileges in Caddo Parish.

c. Temporary

- 1) This may be obtained at any Shreve Memorial Library by a person who does not otherwise qualify for a regular Shreve Memorial Library card.
- 2) There is a \$20.00, non-refundable annual fee.
- 3) The applicant must give a permanent home address and must present adequate identification to prove this address. If temporarily residing in the local area, a local mailing address is also required.
- 4) There is a **limit of five items** charged to a patron.

- 5) A temporary card is valid for 12 months. Additional 12-month renewals may be purchased for a \$20 fee.

d. **Corporate**

- 1) This may be issued to a business, corporation or organization.
- 2) Although an individual may apply, it must be approved and signed by the owner, manager or other fiscally responsible officer of the organization.
- 3) The organization is responsible for all use of the card and must pay for any damages, fines, and charges. The library cannot monitor who uses the card.
- 4) If the owner, manager or fiscally responsible officer signing the application is delinquent with library materials, the card will **not** be issued.
- 5) There is a limit of 60 items at one time.

e. **Mobile Library Patron** designations are for those who use Mobile Library services.

- 1) Mobile Library cards are only issued on the Mobile Library.
- 2) Mobile Library Policy/Procedures apply only to items checked out from the Mobile Library.
- 3) If Mobile Library Patrons use any other Shreve Memorial Library Branch, they are subject to branch policies and procedures and time limits.

C. Waiting Periods

1. Individual cards will be issued as soon as the patron presents positive ID with an address matching his/her online registration.
2. An “address correction requested” envelope will be mailed to any applicant who is unable to provide positive identification showing his/her correct name and current address. The envelope must be presented at any library branch in order for a card to be issued.

II. Registration Requirements

A. For all ages

1. Go to <http://unicorn.shreve-lib.org> and click on the link to register online. If you need assistance, check with the circulation desk at any branch.
2. Fill out all required fields and other fields as desired. **Note:** date of birth is a required field for all patrons under the age of 18.
3. Patron may be registered only once.
4. Patron demonstrates that he/she qualifies for a library card under one of the following:

a. **Resident:**

A person who can verify that he/she lives in Caddo Parish.

b. **Non-Resident:**

- 1) Employment: A non-resident who is employed here must furnish proof (current paycheck stub or picture identification) that he/she works in Caddo Parish.
- 2) Property Owner: A person who does not live or work in Caddo Parish but owns property here must furnish a copy of an ad valorem tax receipt, a deed or other proof of current ownership.
- 3) Education: A person who attends school here must provide a school I.D., recent grade report, or current registration receipt.
- 4) Military: Active duty military personnel not living in Caddo Parish may also register with proof of military I.D.
- 5) Immediate Family: (spouse, parent, sibling or child) of someone who meets the above requirements may also register.

B. For adults (and persons aged 14 and above)

1. Present positive identification at the circulation desk of any branch to be issued a card.
2. "Positive identification" is defined as a document showing the patron's **correct name** and **current address** as entered online.

State Driver's License or Picture I.D.

OR

Any Other Forms of I.D.:

- ✓ **One with your picture; and,**
- ✓ **One with your current address.**

3. Persons aged 14-18 may register according to the guidelines as listed under B or C.

C. For minors without State issued I.D.

A young person whose parent/guardian holds a current, unblocked library card may be registered with their parent/guardian taking responsibility for all items checked out.

III. General Rules

- A. When a patron becomes blocked by charges over \$5.05, he/she may not check out, renew, or place holds until the account is cleared.
- B. Replacement cards may be purchased for a fee of \$1.00. Patron address must be reconfirmed at this time.

Circulation and Registration Policy

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;

12-12-12; 09-23-13; 12-01-14; and, 06-08-15.

Revision of Procedures by Administration in July 2016.