



# VERMILION PARISH LIBRARY

PO DRAWER 640 ABBEVILLE, LA 70511  
405 E. ST. VICTOR ST. ABBEVILLE, LA 70510  
337-893-2674 FAX: 337-898-0526

## Circulation Policies

### Library Card

To get a library card with the Vermilion Parish Library you must provide the following documents:

- Picture ID
- Proof of address. A lease agreement, mailed bill or drivers' license are examples of what may be used

Your first library card is free. Afterwards there is a \$1.00 charge per card.

Parents must sign for children younger than 15 and assume responsibility for the items the child checks out.

Please let us know immediately if your card is lost or stolen as you are responsible for all activity on the card.

Library cards must be renewed every three years by providing current address and picture ID. All outstanding fines must be cleared before the card is renewed.

You must have your card to check out materials from the library.

### Types of Cards

**Children:** Children from birth to age 11 are issued their own library cards. A child's guardian must apply for the card with a picture ID and proof of address. The child must be present to get a card. Only items from the Children's and Teen collection may be checked out on a child's card.

**Teens:** Teens from age 12 to 17 are issued their own library cards. They must have a picture ID and proof of address or a parent must be present with a picture ID and proof of address to get a card. Application must be made in person.

**Adults:** Individuals age 18 and older may obtain a library card on their own. Proof of address and picture ID are required. Application for the card must be made in person.

**E-Cards:** These cards are available to anyone and provide access to **only** online materials. The e-card may be traded in for a full card at any library location. Cards may be obtained by emailing in the name, address, phone number and email address of the applicant. If the applicant does not have a regular card they may get an e-card.



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## Patron Accounts

- Patron Accounts must be in good standing in order to continue checkout privileges.
- A library card is not needed to access computers or materials inside the library.

## Circulation Periods

Books	21 days
Magazines (back issues)	21 days
Audios (CDRs, Playaways, Books on Tape)	21 days
Laptops	7 days
Films (DVDs and Tapes)	7 days
CDMs	7 days
Short Loans	7 days

Short Loans are new release books with a high demand; they have five or more requests on hold.

Only 25 print items will be checked out per card.

## Check In and/or Renewals

All items checked out can be returned to and/or renewed at any Vermilion Parish Library or the Mobile Library.

## Renewals

Materials can be renewed 2 times unless there is a hold on the item. Short Loans and Laptops cannot be renewed. You may call into the library to renew or renew online.

## Fees and Fines

No overdue fines will be assessed for any print or AV materials belonging to the Vermilion Parish Library, other than laptops, that are returned within two weeks after the due date or extended due date. If an item has not been returned by two weeks after the due date or extended due date, the full replacement cost of the item will be charged to the patron's record. If the item is returned in good condition before repurchase or replacement has occurred, the



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Director may expunge the charge. Once a repurchase or replacement has been ordered, the charge will stand. Replacement materials will not be accepted in lieu of payment.

## Copying and Printing

### Black and white copies

8 ½ X 11                   \$.10 per page

8 ½ X 14                   \$.10 per page

8 ½ X 17                   \$.20 per page

### Color Copies

8 ½ X 11                   \$.25 per page

8 ½ X 14                   \$.25 per page

8 ½ X 17                   \$.50 per page

All two-sided copies are charged/counted as two copies.

## Laminating

8 ½ X 11                   \$.50 per page

8 ½ X 14                   \$.75 per page

8 ½ X 17                   \$1.00 per page

## Faxing

Outgoing Faxes: First Page is \$3.00, each additional page is \$.75.

Incoming Faxes: Each page received is \$.25.

No international faxes allowed



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## Other Fees

Library Card Replacement	\$1.00
Missing Barcode	\$1.00
AV Replacement Case	\$3.00
DVD Replacement Case	\$5.00
Damaged Item	Replacement Cost of Item
Interlibrary Loan Item	Price is set by lending library
Ill Book Bands	\$1.00

## Interlibrary Loans

Requests from another library for any item we may not have in our collection may be made at any of the Vermilion Parish Library Branches, by phone, or email. The patron must have a library card for 90 days and the patron's card must in good standing for a minimum of ninety (90) days, no fines and accurate information. This is a free service. However, if there are late fees and/or damage fees, **the patron is responsible** for the fees charged by the lending library. If the patron is late returning the item or damages the item, their account will be blocked until the items have been returned and all fees are paid in full. Interlibrary loan items cannot be renewed. If interlibrary loan materials are not returned the lending libraries bill the borrowing library for the replacement fee. This replacement fee is the patron's responsibility. The patron's account is blocked from all usage until the fee is paid in full.

**Adopted by the Vermilion Parish Library Board of Control on November 4, 2020.**