



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 – Valid School ID, Driver’s License, State ID, Military ID
- Proof of address - A lease agreement or mailed bill are examples of the types of documents that may be used.
- Your first library card is free. Afterwards there is a \$1.00 charge per card.

Guardians are required to fill out a Minor Patron Materials Restriction Form for patrons 17 and younger and assume responsibility for the items the patron checks out or uses at the library.

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

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

Types of Cards

Children: Patrons 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 minor patron must be present to get a card. Guardians must fill out a Minor Patron Materials Restriction Form for patrons 17 and younger, assuming responsibility for the items the patron checks out. Guardians are responsible for materials their child views, selects, or reads at the library. The Vermilion Parish Library does **not** stand *in loco parentis*.

Tweens: Patrons from age 12 to 14 are issued their own library cards. A tween’s guardian must apply for the card with a picture ID and proof of address. The minor patron must be present to get a card. Guardians must fill out a Minor Patron Materials Restriction Form for patrons 17 and younger, assuming responsibility for the items the patron checks out. Guardians are responsible for materials their child views, selects, or reads at the library. The Vermilion Parish Library does **not** stand *in loco parentis*.

Teens: Patrons from age 15 to 17 are issued their own library cards. A teen’s guardian must apply for the card with a picture ID and proof of address. The minor patron must be present to get a card. Guardians must fill out a Minor Patron Materials Restriction Form for patrons 17 and younger, assuming responsibility for the items the patron checks out. Guardians are



VERMILION PARISH LIBRARY

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

responsible for materials their child views, selects, or reads at the library. The Vermilion Parish Library does **not** stand *in loco parentis*.

Adults: Patrons aged 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 adults and provide access to **only** online materials. The e-card may be traded in for a full card at any library location. If the applicant does not have a regular card, they may get an e-card.

Patron Accounts

- Patron Accounts must be in good standing to continue library privileges. Good standing is not owing any fees or fines to the library, as well as having up to date records on the system.
- Patron access to computers is dependent on card designation and good standing.

Circulation Periods

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

Short Loans are newly released 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 location.



VERMILION PARISH LIBRARY

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

Renewals

Materials can be renewed 2 times unless there is a hold on the item. Short Loans 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 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. For information on laptops checked out at the library please see the Laptop Checkout Policy. If the item is returned in good condition before repurchasing or replacement has occurred, the 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



VERMILION PARISH LIBRARY

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

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

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

No international faxes allowed.

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 be in good standing for a minimum of ninety (90) days, no fees, 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. The Patron must call the Vermilion Parish Library if they wish to renew an interlibrary loan item. Renewal is not always guaranteed as it is at the discretion of the lending library. 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 May 2, 2023.

Revised and Adopted by the Vermilion Parish Library Board of Control November 7, 2023.