

STATE LIBRARY OF LOUISIANA CIRCULATION POLICY

The following groups of individuals are eligible for direct borrowing privileges from the State Library of Louisiana. In all cases, a signed registration form must be on file with the State Library of Louisiana before service can begin.

1. State officials and employees, including student, temporary and retired employees
 - a. All may be served in person
 - b. Library materials may be mailed to the offices of state officials and employees, including temporary employees; the patron is responsible for the return of the library materials to the State Library. Mail service will not be provided to employees whose offices are in the capitol complex. Student and retired workers will not have library materials mailed to them.
2. Special groups may check out library materials in person but will not receive mail service
 - a. Persons who provide contract service to Louisiana state government upon presentation of credentials from the state agency for whom they work
 - b. Accredited members of the Louisiana media
 - c. Employees and faculty of state public educational institutions above the secondary level.
 - d. Students enrolled in the L.S.U. School of Library and Information Science
 - e. Retired librarians.
3. State Library Board members will be issued a library card and full borrowing privileges when they are appointed to the Board. The card will expire when their term on the Board ends. Spouses of Board members may have borrowing privileges if approved by Board member.

Most materials in the library collection of the State Library may be borrowed. Rare books, paper copies of newspapers, Louisiana vertical file pieces, full multi-volume sets, reference materials and some genealogy are not loaned. The audiovisual collection and materials for the blind and physically handicapped have loan restrictions.

A maximum of 25 items may be charged to a borrower's account at any given time. 5 reels of microfilm may be borrowed at one time in person or through interlibrary loan. Serials will pull 7 periodicals from the backfiles at one time. The normal loan period for materials is 28 days. Materials with reserves are loaned for 21 days. Materials may be renewed twice for a total loan period of 84 days. Renewals will not be made on materials with reserves.

Books and other materials are loaned free of charge. Patrons registered with the State Library are financially responsible for lost or damaged materials that have been charged out to their account. Borrowing libraries are responsible for the cost of lost or damaged material from the time it leaves the State Library until it is received back at the State Library. Replacement cost is refundable if the material is returned to the State Library during the same fiscal year in which the payment was made.

