

Library To-Go Guidelines:

- A library card will be issued to you if you do not already have one.
- If the library staff delivery method is chosen, library staff will drop off requested items and pick up the previous delivery's items monthly. A list of all materials checked out will be delivered with the items to help you keep track of items on your account. Library staff will call before a scheduled home delivery and verify the time.
- If the mail delivery method is chosen, a patron will receive their library items through the United States Postal Service. The number of items delivered through the mail is limited to 5 at a time.
- The checkout period for all library items checked out through Library To-Go is one month. Library items checked out through Library To-Go do **not** receive overdue fines, but fines incurred because of damaged or lost items **do** apply. Lost or damaged items must be paid for or service may be discontinued.
- The majority of circulating materials are available to you. These materials include books, audiobooks, DVDs, CDs, and magazines.
- In addition, you may check out a CD player (for use with audiobooks) or a page magnifier.
- You may request specific items by:
 - Calling staff at 337-721-7148.
 - Texting staff at 337-304-3946.
 - Written requests returned with items.
 - Placing a hold on items through our online catalog at www.calcasieulibrary.org. **Send all holds to Maplewood.**
 - Emailing staff at Library2go@calcasieulibrary.org.
- You may also tell staff your preferences (example: I want large print mysteries) and materials that fit that description will be chosen for you.
- Only materials for the person who has applied for the service can be delivered. Other members of the household or neighbors must apply for the service individually.
- The service may be discontinued if:
 - Several delivery attempts fail.
 - Items have been damaged or lost consistently.
 - You move out of the parish.
 - Threatening behavior towards staff is displayed, whether verbal or physical.

Library To-Go Guidelines:

- As a part of the Calcasieu Parish Public Library, Library To-Go adheres to the policies and procedures of the library.
- Any questions about Library To-Go or these guidelines may be directed to Library To-Go staff at:

91 Center Circle, Sulphur, LA 70663

337-721-7148

Library2go@calcasieulibrary.org



A service of the Calcasieu Parish Public Library