



St. Tammany Parish Library Board of Control

Resolution No. 26-023

Resolution to Amend the Limits of Library Use Policy

July 27th, 2026

SPONSOR: Mr. Branton

WHEREAS, the St. Tammany Parish Library Board of Control recognizes that access to library resources is essential to education, lifelong learning, workforce development, and civic engagement for all residents of St. Tammany Parish; and

WHEREAS, the Board of Control finds that overdue fines may create barriers to library use for some patrons and may discourage the return use of Library services and materials; and

WHEREAS, the Board of Control desires to promote equitable access to Library collections and services by eliminating financial obstacles that may prevent patrons from fully utilizing Library resources; and

WHEREAS, the Board of Control also finds it necessary to establish and clarify fees associated with printing services, Makerspace services, and other services utilizing consumable materials in order to ensure consistent administration and appropriate cost recovery; and

WHEREAS, the Board of Control further recognizes that the administrative costs associated with collecting overdue fines may exceed the financial benefit derived from such fines; and

WHEREAS, the elimination of overdue fines will return additional financial resources to Library patrons while encouraging continued engagement with Library services; and

WHEREAS, materials not returned to the Library shall continue to be subject to replacement charges and other recovery measures as provided by Library policy;

NOW THEREFORE BE IT RESOLVED that the St. Tammany Parish Library Board of Control hereby amends Section 209, Limits of Library Use, of the Library Rules and Regulations Manual, effective August 3, 2026, with the revisions attached hereto and incorporated herein as follows:

ADMINISTRATIVE OFFICE
1112 WEST 21ST AVENUE COVINGTON, LA 70433
PHONE: (985) 871-1220 FAX: (985) 871-1224

ABITA SPRINGS (985) 893-6285

FOLSOM (985) 796-9728

MANDEVILLE (985) 626-4293

BUSH (985) 886-3588

LACOMBE (985) 882-7858

PEARL RIVER (985) 863-5518

CAUSEWAY (985) 626-9779

LEE RD (985) 893-6284

SLIDELL (985) 646-6470

COVINGTON (985) 893-6280

MADISONVILLE (985) 845-4819

SOUTH SLIDELL (985) 781-0099



Section 209. Limits of Library Use

B. Overdue fees Materials

~~Any patron having overdue materials shall be prohibited from checking out additional materials until the total fines accrued for overdue materials is less than \$5.00 and all materials are returned.~~

~~A bill for the replacement cost of a long overdue item will be sent to the patron after an item is 90 days overdue.~~

~~Partial payments may be made on the cost of overdue items.~~

~~Patrons may check out additional materials when the total of fines and fees is below \$5.00.~~

~~Fines for overdue materials are listed below. There is a 3-day grace period—if items are returned within the 3 days. On the fourth day, fines begin inclusive of the 3-day grace period.~~

- ~~1. Books and Audios \$.10 (10 cents) per day up to a max of \$5.00~~
- ~~2. Magazines \$.10 (10 cents) per day up to a max of \$5.00~~
- ~~3. Compact Discs \$.10 (10 cents) per day up to a max of \$5.00~~
- ~~4. Audio Visual \$.25 (25 cents) per day up to a max of \$5.00~~
- ~~5. Inter-library Loan Materials \$1.00 per day.~~

~~Exception: Patrons of the Books by Mail and Lobby Stop services shall not be charged overdue fines.~~

Patrons are asked to return items by the due date or to renew those items before or on the due date.

The St. Tammany Parish Library does not charge overdue fines. Items not returned for more than 45 (forty-five) days past the due date are subject to the replacement cost of the material(s).

A replacement fee for an item more than 45 (forty-five) days past the due date will be billed to the library patron who has the item checked out.

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Parents or legal guardians are responsible for all assessed library replacement fees for minor children.

Patron accounts will return to good standing upon return of all overdue items.

Any patron having billed materials shall be prohibited from checking out additional materials until the total replacement fees accrued for overdue materials is less than \$5.00 or all materials are returned.

Partial payments may be made on replacement fees.

Patrons may check out additional materials when the total of fees is below \$5.00.

Materials loaned via ILL to St. Tammany Parish Library for use by local borrowers fall under St. Tammany Parish Library overdue policies. However, borrowers will be held responsible for all special assessments placed by lending institutions.

C. Other Fees

~~An annual fee of \$30.00 (thirty dollars) shall be charged to nonresident patrons to obtain a St. Tammany Parish Library card.~~

~~Patrons, whether parish residents or out of parish library card holders, shall be charged a fee of \$3.00 (three dollars) to replace a lost, damaged, or stolen card.~~

~~Patrons are required to pay for lost items, damaged items, or missing parts.~~

- ~~• Partial payments may be made on the cost of a lost item, but the patron may not check out additional materials until the fees on the patron's account are below \$5.00 (five dollars).~~
- ~~• Fines on lost items will be waived at the time the patron pays for the item.~~
- ~~• The lending library will set the cost of a lost Interlibrary Loan item.~~
- ~~• Exception: Patrons of the Books by Mail and Lobby Stop services shall not be charged damaged fees or replacement costs.~~

~~Black and white printing from PCs, Mobile Devices, Internet, Microforms is \$.10 (10 cents)/per page.~~

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Color printing from PCs, Mobile Devices, Internet, Microforms is \$.50 (50 cents) per page.

Each patron is given \$.50 (fifty cents) per day towards five (5) black and white prints or 1 (one) color print.

~~Exception: Patrons who are United States Military active duty service members, reservists, and veterans and members of the Louisiana National Guard shall not be charged fees to print with identification determined by staff. Identification accepted include: Common Access Card, Uniformed Services ID Card, Veteran ID Card, Veteran Health Identification Card, Department of Defense Identification Card, or a Veteran's designation on a state-issued driver's license or ID.~~

~~There are no fees for sending and receiving faxes.~~

Out of Parish Card

An annual fee of \$30.00 (thirty dollars) shall be charged to nonresident patrons to obtain a St. Tammany Parish Library card.

Replacement Card

Patrons, whether parish residents or out of parish library card holders, shall be charged a fee of \$3.00 (three dollars) to replace a lost, damaged, or stolen card.

Item Replacement

- Patrons are required to pay for lost items, damaged items, or missing parts.
- Partial payments may be made on the cost of a lost item, but the patron may not check out additional materials until the fees on the patron's account are below \$5.00 (five dollars).
- The lending library will set the cost of a lost Interlibrary Loan item.
- Exception: Patrons of the Books by Mail and Lobby Stop services shall not be charged damaged fees or replacement costs.

Printing

Black and white printing from PCs, Mobile Devices, Internet, Microforms is \$.15 (15 cents)/per page.

Color printing from PCs, Mobile Devices, Internet, Microforms is \$.50 (50 cents) per page.

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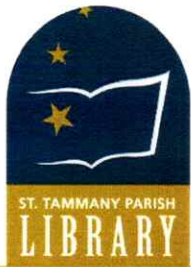
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Each patron is given a \$0.50 (fifty-cent) daily credit toward black and white or color printing.

Exception: Patrons who are United States Military active duty service members, reservists, and veterans and members of the Louisiana National Guard shall not be charged fees to print with identification determined by staff. Identification accepted include: Common Access Card, Uniformed Services ID Card, Veteran ID Card, Veteran Health Identification Card, Department of Defense Identification Card, or a Veteran's designation on a state-issued driver's license or ID.

Faxing

There are no fees for sending and receiving faxes.

Makerspace

The St. Tammany Parish Library Makerspace, its equipment, and its tools are available for use by members of the St. Tammany Parish community. Library programs held in the Makerspace are always free for participants, including materials and supplies used during the program. Free materials, including scrap, partially used, and donated supplies, may be available for individual use. New materials provided by the library are available for purchase in limited quantities. For certain equipment, only library-provided materials may be used to ensure safety and quality.

* 3D PRINTER - 3D prints are priced per gram.

PLA Plastic - per gram \$.05

* BUTTON MAKER

2.25" \$.50

CRICUT

Stick on vinyl - 12" x 12" \$.75

Heat transfer vinyl - 12" x 12" \$ 1.50

LASER CUTTER

Wood sheet - 12" x 12" \$ 1.50

* STICKER MAKER

Sticker adhesive per inch \$.10.

* SUBLIMATION PRINTER

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Paper sheet - 8.5" x 11" \$.50

LARGE FORMAT PHOTO PRINTER

Printing on library provided paper:

<u>Copy paper any size</u>	<u>\$ 1.10</u>
<u>Photo paper 8.5" x 11"</u>	<u>\$ 1.25</u>
<u>Photo paper 11" x 17"</u>	<u>\$ 2.00</u>
<u>Photo paper 17" x 22"</u>	<u>\$ 2.50</u>

Printing on patron provided paper:

<u>Photo paper 8.5" x 11"</u>	<u>\$ 1.00</u>
<u>Photo paper 11" x 17"</u>	<u>\$ 1.50</u>
<u>Photo paper 17" x 22"</u>	<u>\$ 2.00</u>

* Equipment requires the use of library-provided materials only. All other materials must be inspected and approved by Makerspace staff before use.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

Moved for adoption by C. Branton and seconded by G. Baham,

YEAS: Baham, Burke, Myers, Petrie, Thanars, Thompson, Branton

NAYS: 0

ABSENT: 0

ABSTAIN: 0

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 27th DAY OF JULY 2026, AT A REGULAR MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.


Charles Branton, Board President

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