

**Sevier County Public Library System  
Circulation Policies**

**Library Card Information**

Adults and their children who reside, work, or attend school in Sevier County, own or rent property in Sevier County, or reside in one of the other counties in the Clinch River Region (Anderson, Campbell, Claiborne, Grainger, Jefferson, Morgan, Scott, Union, and Cocke county( grandfathered in from previous Nolichucky Region)) are eligible for a library card at no charge. Adults must have identification that shows your current mailing address, preferably a photo ID (copy not kept on record). If you do not have a current address photo ID then one of the following proofs of eligibility showing name and current Sevier County address is acceptable: bank check, deed, lease agreement, property sales agreement, current year property tax statement, paycheck stub, voter registration, utility bill or utility deposit receipt, or vehicle registration.

Anyone who does not meet the above eligibility requirements, including tourists, may obtain a library card by paying a non-refundable fee of \$5.00 annually per person (Maximum \$20.00 per family). Residents of Knox and Blount Counties have the same privileges as other patrons, but must pay the \$5.00 non-resident fee.

**Guidelines**

- There is no age limit for obtaining a library card. A parent or legal guardian must sign for children under the age of 18. Children living in a divided household may have a library card with each parent. Non-custodial grandparents or other family members may have a card for a child in their care, understanding that they are the responsible party for the materials checked out on that card.
- If your original card is lost, there is a replacement fee of \$1.00. Any outstanding fines on the existing card must be paid before a new card is issued.
- Library cards are valid for 1 year. At that time, card information will be updated and the card will be renewed for another year.
- The first time a library card is used, a limit of 5 items per card may be borrowed. When those items are returned there is a limit of 15 items per card as listed below. Those 15 items may include up to 5 seven day media.
- Material types and circulation information includes:

Material Type	Limit	Circulation Period	Renewal Limits	Fines-Per Day
Book	15	21 days	3	.10
Audio book (media)	5	21 days	1	.25
Videotape VHS (media)	5	7 days	1	1.00
DVD (media)	5	7 days	1	1.00
Music CD (media)	5	21 days	1	.25
Book pack (media)	5	21 days	1	1.00
Periodical	5	7 days	1	.10

- Children need written parental permission to check out VHS and DVD's on their card.
- Any cardholder who accumulates \$10.00 or more in fines may not borrow materials until all fines of \$10.00 and over are paid. Parents/guardians may not use children's card to check out materials when the adult/parent card has over \$10.00 in fines.
- If an item is lost, the maximum fee will be the replacement cost of the item plus a processing fee of \$5.00 per item. If the replacement is less than \$5.00, the processing fee will be equal to the replacement cost.
- Items may be renewed in person, online, and over the phone unless the item is reserved by another patron. Items should be renewed before or on the due date. Items that are overdue cannot be renewed without bringing the item back to check-in and clear the overdue and then re-check out the item.

- To avoid fines, there is a drop for books and a drop for media at each of the branch locations. Please do not place videotapes, DVD's, audio books, or music CD's in the book drop, they are to be placed in the media drop.
- All materials may be returned to any of the branch locations in Kodak, Seymour, or Sevierville.
- The library system will be closed on the following legal holidays: New Year's Day (January 1<sup>st</sup>), Martin Luther King, Jr. Day (3<sup>rd</sup> Monday January), Easter Holiday (½ day Friday and Saturday between March 22<sup>nd</sup> and April 25<sup>th</sup>), Memorial Day (last Monday of May), Independence Day (July 4<sup>th</sup>), Labor Day (1<sup>st</sup> Monday September), Veteran's Day (November 11<sup>th</sup>), Thanksgiving Holiday (4<sup>th</sup> Thursday and Friday of November), Christmas (1/2 day 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup> December).
- Copies are .15 cents each for black/white and .50 cents each for color. Job seekers may have up to 10 black/white copies per day at no charge for resumes, cover letters, or applications. Students may have up to 10 black/white copies per day at no charge for homework.
- Teachers may obtain a card for check-out of items specifically for the classroom. Teachers may check out up to 25 items for 1 month with 1 renewal using standard check-out guidelines above for numbers and types of materials. Accounts not kept in good standing may be declined.
- Library volunteers may check out up to 25 items for 1 month with 1 renewal using standard check-out guidelines above for numbers and types of materials. Accounts not kept in good standing may be declined.
- You must have an active account in good standing for 3 months to be eligible to use the Interlibrary Loan Program.
- Please see Internet/Technology policy for guidelines for checking out technology items like eReaders.

**SEVIER COUNTY PUBLIC LIBRARY SYSTEM  
LIBRARY CARD REGISTRATION**

Library Card No. Issued

**NAME:**

\_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle Name \_\_\_\_\_

**PATRON LEVEL** (Please Check One):

- Adult (18 & up)  
 Youth (14 - 17) Date of Birth: \_\_\_\_\_  
 Child (Birth - 13) Date of Birth: \_\_\_\_\_

**Movie Check-Out for Youth/Child**

By signing below, I give my youth/child permission to check out movies on his/her account

X \_\_\_\_\_

**PATRON INFORMATION:**

Residential Address: \_\_\_\_\_ Apt \_\_\_\_\_ Lot \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt \_\_\_\_\_ Lot \_\_\_\_\_

*(If Different From Residence Address)*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail \_\_\_\_\_

*To Opt Out of Library E-Newsletter, Check Here*

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Mobile Phone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

***Please Indicate Preferred Contact Method: (Library's Preferred Method of Contact is Email or Text)***

- E-Mail     Mobile Text     Mobile Call     Home Phone     Work Phone

**AGREEMENT:**

I have read, understand, and agree to comply with Circulation and Internet/Technical policies of the Sevier County Public Library System and accept responsibility for ALL materials checked out on this library borrower's card.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Adults Must Sign for Child Under Age 18*

**THE FOLLOWING INDIVIDUALS ARE PERMITTED TO USE THIS CARD:**

I give the following person(s) permission to use this library card. I accept full responsibility for any fines and/or charges accrued against this card by anyone so given permission.

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ New \_\_\_ Replace \_\_\_ Update

Entered By: \_\_\_\_\_ Date: \_\_\_\_\_