

Sevier County Public Library System Circulation Policy

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 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 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: deed, lease agreement, property sales agreement, current year property tax statement, paycheck stub, voter registration, utility bill, utility deposit receipt, vehicle registration, or other legal official government document.

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, with a maximum of \$20.00 per family. Out of county residents 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 and accept financial responsibility 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. Staff should note on electronic record why the child has more than one card and explain who is the responsible party on each 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	2 weeks	1, may renew 2nd time if not reserved	.10 max fine \$5.00
Audio book (media)	5	2 weeks	1, may renew 2nd time if not reserved	.10 max fine \$5.00
DVD (media)	5	1 week	1, may renew 2nd time if not reserved	1.00 max fine \$5.00
Music CD (media)	5	2 weeks	1, may renew 2nd time if not reserved	.10 max fine \$5.00
Book pack/Resource Room (media)	5	2 weeks	1, may renew 2nd time if not reserved	1.00 max fine \$5.00
Periodical	5	1 week	1, may renew 2nd time if not reserved	.10 max fine \$5.00

- Children need written parental permission to check out 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 fee will be the replacement cost of the item plus a processing fee of \$5.00 per item.
- 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, clear the overdue status, and then re-check out the item.
- There is a drop box for books and a drop for media at each of the branch locations. Please do not place 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 Sevierville, Kodak, or Seymour.
- The library system will be closed on the following legal holidays: New Year's Day (January 1st), Martin Luther King, Jr. Day (3rd Monday January), Easter Holiday (Good Friday and Saturday in March or April), Memorial Day (last Monday of May), Independence Day (July 4th), Labor Day (1st Monday September), Veteran's Day (November 11th), Thanksgiving Holiday (4th Thursday and Friday of November), Christmas (1/2 day 24th, 25th, 26th December).
- Copies are .10 cents each for black/white and .20 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 checkout 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. This does not apply to new 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.
- Faxes are \$.10 per page and must include a complete cover sheet to let recipient know who the actual transmitter of the fax is.

SEVIER COUNTY PUBLIC LIBRARY SYSTEM
LIBRARY CARD REGISTRATION

Library Card No. Issued _____

NAME: _____

Last

First

Middle

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 _____

Home Phone: (_____) _____ Mobile Phone: (_____) _____

Fax: (_____) _____ Work Phone: (_____) _____

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

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

AGREEMENT:

I have read, understand, and agree to comply with ALL policies of the Sevier County Public Library System and accept financial 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: _____