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 counties 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: 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.

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. (Title VI)

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. Any fines not paid will be transferred to the new card with prior dates of fines listed.
- 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-Adults Only
Book	15	2 weeks	1, may renew 2nd time if not reserved	.10 per day, max fine $5.00
Audio book (media)	5	2 weeks	1, may renew 2nd time if not reserved	.10 per day, max fine $5.00
DVD (media)	5	1 week	1, may renew 2nd time if not reserved	1.00 per day, max fine $5.00
Binge Boxes (media)	1 (counts as 4-6 DVDs)	1 week	No renewals	1.00 per day, max fine $5.00
Resource Room/Book Kits (media)	5	2 weeks	1, may renew 2nd time if not reserved	1.00 per day, max fine $5.00

Periodical	5	1 week	1, may renew 2nd time if not reserved	.10 per day, max fine $5.00
Nifty Thrifty Everyday Collection (Specialty items)	1	1 week	1, may renew if not reserved	$5.00 per day, max fine replacement cost
Hot Spots	1	2 weeks	No renewals	$5.00 per day, max fine $25.00
Video Games	1	1 week	1, may renew 2nd time if not reserved	$1.00 per day, max fine $25.00

- 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 only use children's cards to check out children/tween/teen materials for their children's use and enjoyment.
- 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), President's Day (3rd Monday February), 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/homeschool teachers may obtain a card for checkout of items specifically for their classroom. Teachers/homeschool 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. Teachers/homeschool teachers may only check out their teaching material choices to their cards and not their children's cards.
- 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.
- 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
Yes_____ No_____

Library Computers with Internet
Yes_____ No_____

By signing below, I agree to inform my child of these decisions so they can self monitor when at the library unattended by their adult.

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 text.)

___Text Msg* ____Mobile Call ___E-Mail ___Home Phone ___Work Phone

*_____Mobile Provider (for text messaging we must have your phone company name)

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:*_____