



ANDERSON COUNTY LIBRARY BOARD CIRCULATION POLICY

Briceville, Clinton, Rocky Top, and Norris Libraries

REGISTRATION REQUIREMENTS

A library card is required of each patron checking out library materials from any of the four Anderson County libraries. Each library has separate cards for each patron.

Photographic identification, proof of Tennessee residency showing a current mailing address and two forms of contact (either phone and/or email), is required to obtain a library card.

The original library card is free; however, there will be a \$1.00 fee for each replacement card that has been lost, damaged, or stolen. The fee may be waived for an expired card. A photo ID must be presented to obtain a replacement card.

There is no minimum age requirement to obtain a library card, however juveniles under the age of 18 need a parent's or legal guardian's permission and signature. Parents/legal guardians are responsible for materials checked out on their juvenile's card.

Patron accounts must be renewed every 3 years.

BORROWING POLICY

Library cards (or photo ID) must be presented to check out any library material.

Patrons under the age of 18 may check out only G-rated movies, in compliance with Tennessee Code Annotated 39-17-911. To check out movies with ratings above G, patrons under the age of 18 need a parent's or legal guardian's permission and signature with each checkout.

Borrowing privileges will be suspended when material is listed as 30 days overdue or fines have reached a total of \$5.00 for any and all cards held under a patron's signature. Borrowing privileges will be restored once material is accounted for and the fine balance is below \$5.00.

The cardholder is responsible for any material checked out on their card, including lost, damaged and/or stolen material.

Legal guardians of children may flag materials the minors they are responsible for are prevented from checking out. This may be done by title, author, age level, section, or dewey designation.

Loan Period

Books, magazines, audiobooks – 14 days

Visual Media – 7 days

First time borrowers are limited to two items.

Borrowing Maximums

Each library determines the maximum amount of items allowed per check-out.

Interlibrary Loans

Material not available in the library may be requested through Interlibrary loan.

Renewals are at the discretion of the lending library.

Reserves

Reserves may be placed on material that is currently checked out.

Reserves will be held for three days. When the customer is notified that their reserve is available, they will also be told the date which the book will be returned to the shelf or given to the next person on the reserve list.

Renewals

Items may be renewed twice.

Items on reserve for someone else may not be renewed.

Extended renewals will be at the discretion of the Library Director.

Fines and Fees

A daily fine will be charged for each item that is overdue.

Books, magazines, audiobooks – \$0.10 per item, per day.

Visual Media - \$0.50 per item, per day

Maximum overdue fines are \$10.00 per item. For items costing less than \$10.00, the fine shall not exceed the cost of the item.

Lost and damaged material

The charge for lost material or material that is too damaged to be repaired will be the cost of the item.

The library is not responsible for personal equipment damaged by library materials.

Confidentiality

To maintain confidentiality and protect the privacy of our customers, only the card holder has access to checkout history and reserve requests. Furthermore, the title of reserves will not be left on an answering machine or be given to a third party over the phone.

Special Collections

Each library has special collections that may not be removed from the building. Under special circumstances, a director may grant a temporary loan at their discretion.

Amended by the Anderson County Library Board 14 December 2023.

JUVENILE VIDEO PERMISSION FORM

I, _____, the parent or legal
guardian of _____ do hereby give my
permission for the following movies to be checked out.

	<u>Movie Title</u>	<u>Rating</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____

Parent or guardian signature

Date

Adopted by Anderson County Library Board 16 June 2011
Amended 14 December 2023