



BLOUNT COUNTY  
PUBLIC LIBRARY  
*Bound Together*

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Signed: Stephanie Thompson

## **Borrowing Privileges Policy**

### **Introduction**

The **Blount County Public Library (BCPL)** offers free access to its collections and services without regard to race, citizenship, age, educational level, economic status, or any other qualification or condition, except those defined by library policy or by state or federal law.

BCPL takes seriously its responsibility as a steward of taxpayers' dollars and has established the following policy to promote the responsible use and return of library materials.

Any and all use of BCPL Library cards and borrowing privileges are subject to the BCPL Rules of Conduct policy.

### **Obtaining a Library Card**

Library cards are issued free of charge to residents of Blount County (with proof of residence) or owners of real estate in Blount County (with proof of ownership). Persons who do not reside in or own property in Blount County may obtain a library card upon payment of a fee based on the type of library card requested.

A library card will be issued after the person completes an application, provides a photo ID and proof of address (letters, bills, bank statements, etc.) no more than 30 days old, addressed to the person at the address listed on the application. If only a photo ID is provided along with the application, a confirmation postcard will be mailed to the address on the application. The applicant must bring that postcard back to BCPL as verification before the library card will be issued.

### **Library Card for Minors (17 years of age or younger)**

Applications for a regular library card for those patrons 17 years of age or younger (minor child) require the signature of a parent, guardian or responsible party who must also have a valid (in good standing) library card for the Blount County Public Library. The parent, guardian or responsible party signing the application for a minor child is then held responsible for all materials checked out on that card. Minor children of Blount County residents or property owners will be issued a card without charge. An annual fee of \$25 will be charged for library cards issued to minor children of holders of non-resident/out-of-county library cards.

## **Parental Responsibility**

The choice of library materials is an individual matter. Parents must understand that a minor child has unrestricted checkout rights to any resources in the Library, including DVDs. BCPL staff will not prevent any library patron in good standing, regardless of age, from checking out any library resources. BCPL believes that parents, guardians, or responsible parties - and only these individuals - have the right and responsibility to restrict the access of their minor children to library resources.

## **Obtaining a Library eCard (Internet-Only)**

Library eCards may be issued to persons who desire to use BCPL's online resources only. These cards will be issued after an eCard application is completed and a photo ID provided. No physical library materials may be checked out on these cards. Parents, guardians or responsible parties who desire their minor children to have Library eCards must sign the application giving that permission and must have a library card in good standing or obtain one.

## **Denial of a Library Card**

BCPL may, for valid reasons, refuse to issue either a library or eCard, specifically:

- if excessive fines have been incurred and remain unpaid on a previously issued card;
- if books have been lost or damaged and the replacement cost remains unpaid on a previously issued card;
- if, in the case of a juvenile applicant, the parent or guardian has accrued unpaid fines or overdue library materials to the extent that his (her) borrowing privileges have been suspended or terminated;
- if acceptable proof of current mailing address or identification cannot be supplied.
- the card in the integrated library system has expired

## **Charges for Overdue, Lost, or Damaged Materials**

Upon acquiring a library card and signing a statement of responsibility, the patron agrees to pay charges levied for library materials checked out on said card which may be overdue, lost, or damaged. For that reason, BCPL advises patrons that they should never loan their library cards to any other party.

## **Lost Cards**

Lost library cards or eCards must be reported immediately, so that borrowing privileges may be blocked. Patrons will be held accountable for charges accrued on cards which are lost or stolen but go unreported.

## **Replacement Cards**

If the original library card or eCard is lost, there will be a charge of \$3.00 for the issuance of a replacement; When cards are too worn to be scanned, stolen , or when status changes from juvenile to adult there is no replacement fee applied.

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## **Library Card Expiration and Removal from Library Management Software**

Each year, BCPL will purge any library card that has not been renewed for four years or more from the integrated library system. Library cardholders who have provided an email address will receive computer-generated reminders to renew their cards at periodic intervals prior to the removal of their library card from the system. Patrons with expired library cards that have been removed from the database will need to complete all the steps required for a new library card application.

