



BLOUNT COUNTY
PUBLIC LIBRARY
Bound Together

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Circulation of Library Materials Policy

Introduction

The Blount County Public Library (BCPL) has developed the following policy regarding the circulation of library materials to maximize their access and circulation, ensure that the collections are well-maintained, and to minimize loss by setting clear expectations for all users.

Use of a Library Card

In order to access an account in good standing to check out materials, BCPL requires the presentation of one of the following:

- Blount County Public Library card
- Digital scan/image of the library card
- Library card number
- Valid driver's license

If using a driver's license, adult patrons may check items out as long as the name on their library card or account matches the name on their driver's license. They may also designate an individual on their account who is allowed to check out or pick up items on their behalf. Juvenile library cardholders cannot check out materials if the adult library card associated with their account is not in good standing. BCPL reserves the right to question anyone who presents a library card that is obviously not their own.

Checkout Length, Checkout Limits, and Renewals

Material Types	Loan Limit	Family Limit	Loan Period	Overdue fines (per item, per day)
Books	20	60	21 days	\$.25
Audiobooks	6	15	21 days	\$.25
Music CDs	6	15	21 days	\$.25
Magazines	6	15	7 days	\$.25
Children's Kits	6	15	7 days	\$.25

Long DVDs	6	15	21 days	\$.25
DVDs	6	15	7 days	\$.25
Hotspots	1 per adult card	N/A	7, 14, 21, 28, or 60 days	\$3.00

All overdue fines, with the exception of Hotspots, will be capped at \$7.50.

Library materials are checked out based on the chart above, for either a 21-day or 7-day period, depending on material type. Library materials will be automatically renewed three (3) times unless a reserve has been placed on the item by another patron. If desired, patrons may manually renew up to three times.

Renewals are not allowed on items that have been placed on reserve by another patron or if the card being used has any fees/fines over \$4.99, or if the card is expired. There are loan limits placed on the number of items of a particular material type that can be borrowed at one time; see the chart above for details.

Reference materials, genealogical materials, and current magazines can be enjoyed onsite, but are not able or available to be checked out.

Library materials are checked out based on the chart above, for either a 21-day or 7-day period, depending on material type. Patrons may manually renew items up to three (3) times. If not checked in by their due date, library materials will be automatically renewed three (3) times.

Renewals will not be processed on items that have been placed on reserve by another patron, or if the card being used has any fines or fees over \$4.99, or if the card is expired. There are limits placed on the number of items of a particular material type that can be borrowed at one time (see chart above for details).

Overdue Materials: Fines and Fees

Fines: A fine is charged per day per item for overdue materials. Patrons have access to their due dates from:

- A printed receipt,
- Their online account,
- The BCPL App,
- Notifications sent via email or text. Patrons specify their preference of email or text notifications upon account creation.

Accumulation of fines over \$4.99 for materials already returned or not yet returned will result in the suspension of a patron's library privileges until the materials are returned and the amount owed is paid. If a fine suspends an adult library card, then any linked juvenile card also becomes suspended.

To avoid fines, all library materials must be returned or renewed before the closing time of the due date shown on the check-out receipt. Materials may be brought inside BCPL during business hours, returned to the outside book drop located on the Cusick Street side of the

main building, or taken to the remote locker at Louisville Town Hall.

Reserves

A reserve may be placed on any item in the BCPL circulating collection. A maximum of three reserves per library card can be made at any one time. When the item becomes available, a notification will be sent by email or text, and the item will be held for five (5) days. If not picked up, the reserve is canceled and a one-time 25¢ charge for each reserved item will be assessed to the patron's account.

Lost or Damaged Materials

Lost Items: Items will be marked LOST sixty (60) days following the final due date. Please refer to the chart, as different items have different loan periods.

If items are returned in good condition after being marked LOST, the patron will be charged a fine of \$7.50 per item. **It is the responsibility of the patron to be aware of their due dates.**

When items are considered lost, the overdue fines are removed. Processing fees and the cost of the material(s) will be applied to the patron's account. Any waiver of processing fees or the cost of materials will be at the discretion of the Director or delegated staff.

Damaged items: The account holder is responsible for all repair or replacement costs for lost or damaged materials, except for that incurred through normal wear and tear. Major damage to a library item will result in the loss of good standing of the associated library card, until the cost of replacing them item has been paid, along with any related fines and fees.

Normal wear and tear is defined as deterioration that can be reasonably expected to occur over time or from regular handling. Examples are loose bindings, slight discoloration or fading of pages or covers, slight scratches on discs, etc.

Minor damage is defined as damage that can be easily repaired by library staff. This includes torn book jackets and missing barcodes or RFID tags.

Major damage is defined as items damaged beyond repair. This includes any water damage, mildew, soiled or stained pages, vermin infestation, chewed corners or pages, pen or pencil markings, and odors that do not dissipate in 24 hours. Damage resulting from a vermin infestation will require documentation that an exterminator visited the household. Any waiver of said documentation to bring the account back in good standing will be at the discretion of the Director or delegated staff.

Existing damage should be reported within 24 hours after checkout to 865-273-1425. If existing damages are not reported within 24 hours, the account will be charged and the patron will be held responsible for the damages.

Materials reported lost due to fire, flood or theft must be documented by an insurance claim or police report.

A processing fee of \$5.00 is applied to all lost and damaged items. This fee covers the costs of

replacement barcodes, RFID tags, and other processing-related expenses. This is in addition to the cost of replacing the damaged item.

Referral to a collection agency: Patrons are sent a warning email allowing 30 days to return LOST items or pay for damaged items before a referral to the collection agency is made. If it becomes necessary to send an account to a collection agency, a non-refundable \$20 referral charge is added to the patron's account.

Returned Checks

All checks made out to BCPL will be deposited with the Blount County Trustee. Returned checks must therefore be picked up at the Blount County Trustee's Office located in the Blount County Courthouse, and a \$25.00 charge will be assessed.