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Blount County Public Library Borrowing Privileges Policy

Introduction

The **Blount County Public Library** offers free access to its collections and services to all members of the community 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 steward of public property and has established the following policy to promote the responsible use and return of library materials.

Obtaining a Library Card

Library cards are issued free of charge to individual 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 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 additional proof of address (letters, bills, bank statements), no more than 30 days old, addressed to the person at the address 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. When the library card is issued, a first-time checkout of two items will be permitted, not to include hotspots or other technical devices.

Types of Library Cards

There are five types of library cards issued by the Blount County Public Library. They are as follows:

Resident Library Card

A Resident Library Card is issued at no charge to any resident of Blount County and provides access to all circulating library materials as well as all online library resources. This type of library card must be renewed every two years for continued access to library materials and resources.

Non-Resident Library Card

A Non-Resident Library Card may be obtained by anyone residing outside of Blount County for an annual fee of \$25.00. The Non-Resident Library Card provides access to all circulating library materials as well as all online library resources. This type of library card must be renewed every year for the \$25.00 fee for continued access to all library materials and resources.

Resident eCard (Internet-Only)

A Resident eCard is issued at no charge to any resident of Blount County and provides access to online library resources only. This type of library card must be renewed every four years for continued access.

Non-Resident eCard (Internet Only)

A Non-Resident eCard may be obtained by anyone residing outside of Blount County at a cost of \$40.00 for four years. The Non-Resident eCard provides access to all online library resources and must be renewed every four years.

Teacher Card

A Teacher Card may be issued to any K-12 classroom teacher currently employed in Blount County in order to facilitate student access to online Library resources. There is a separate application process for a Teacher Card. Any teacher wishing to apply for a Teacher Card will need to visit the Patron Services Department to apply.

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.

An application for a library card may be completed by one of the following methods:

- Online - Print the application out and bring it to BCPL along with appropriate photo ID and acceptable proof of address.
- Via the BCPL App - Submit the requested information and images of required documentation. Applicants will receive an email from BCPL notifying them that their card is ready for pickup. A photo ID and proof of residence will be required of the person who comes in to pick up the card. The card needs to be picked up within 30 days of the notification.
- At the Circulation Desk - Complete a library card application, provide appropriate photo ID and acceptable proof of address.

Obtaining a Library eCard (Internet-Only)

Library eCards may be issued to persons who desire to use only BCPL’s online resources. 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 Internet-Only card, 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.

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 or eCards (Internet Only Cards) must be reported immediately, so that borrowing privileges may be blocked. Patrons will be held accountable for charges accrued on these cards which are lost or stolen; but go unreported.

Replacement Cards

In the event the original library card or Internet-Only card is lost, there will be a charge of \$3.00 for the issuance of a replacement, except in extenuating circumstances (cards too worn to be scanned, stolen cards, juvenile-to-adult status, etc.).

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.

Library Card Expiration and Removal from Library Management Software

At the beginning of each fiscal year (July), BCPL will purge any library card that has not been renewed for four years or more from the library management database. Library card holders who have provided an email account will receive computer generated reminders to renew their

cards at periodic intervals prior to the removal of their library card from the database. 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.

Blount County does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d).