

CIRCULATION POLICY

LIBRARY CARD

- A. All patrons are required to have their own valid Morristown-Hamblen County Library card to check out material or to use a computer. (A valid card is defined as one that is not expired, has no delinquent materials checked out, and is under the fine limit of \$5.00.)
- B. A **free** library card can be obtained by any applicant who is:
 - 1. A permanent resident of Hamblen County
 - 2. A resident of counties bordering Hamblen County who works in or attends school in Hamblen County
 - 3. A student attending a school or a college located in Hamblen County
 - 4. A resident of bordering counties served by the Regional Library system where said counties reciprocate this privilege
- C. A **fee-based** library card can be obtained by an applicant who is:
 - 1. A temporary resident of Hamblen County
 - 2. A resident of a county not served by the Regional System

LIBRARY CARD RULES

A. Identification

All applicants must provide verification of name and address. Acceptable verification may include current state or federally-issued photo ID (ex: driver's license, passport, military ID). Additional proof of address may be required (ex: a current utility bill). Children and teenagers lacking identification may use a parent's/guardian's/grandparent's identification. Anyone under the age of 18 years must provide his/her birth date on the application card in order to meet the Library's legal requirements.

B. Juveniles

Any person younger than 14 must have a parent, grandparent, or guardian sign the application form signifying that the parent/guardian/grandparent will be financially responsible for the juvenile's transaction with the Library.

C. Change of Address

Patrons are required to inform the Library immediately of all address changes.

D. Stolen Library Cards

It is the patron's responsibility to report a stolen library card as soon as possible and to then obtain a replacement card for a pre-determined fee. Materials checked out prior to the date of reporting the lost card are still the patron's responsibility