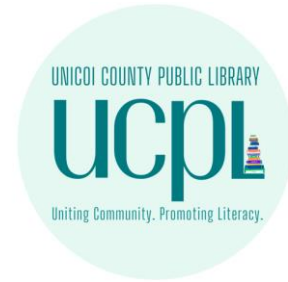


UNICOI COUNTY PUBLIC LIBRARY CIRCULATION POLICY



To ensure materials are available to the public on an equitable basis, the Unicoi County Public Library (UCPL) sets limits on borrowed materials, loan periods, and renewals. Loan periods may vary based on patron classification, material format, publication date, or lending source.

1. The loan or renewal of library materials owned by UCPL may be done in person, by telephone or online.
2. Renewals of interlibrary loan materials must be done in person or by phone.
3. New and main collection books may be renewed only if no holds exist. Materials may be subsequently renewed up to two times only if no holds exist.
4. Extended loan periods may be available upon request at the time of checkout. Determined on an as-needed basis at the Director's discretion.
5. Items must be renewed before or on the original due date. Items not approved for renewal must be returned on the original due date. Failure to do so results in fine accrual and may create account restrictions.
6. In case of inclement weather or other emergencies, the library may, at the Director's discretion waive or reduce charges upon late return.
7. If the cardholder claims to have returned materials, the library will search for the missing items for three months. Items not located within three months will be billed to the cardholder's account. Additional items may not be checked out until billing issues are resolved. If a pattern of lost materials develops, restrictions may be placed on the patron's account at the Director's discretion.
8. The library reserves the right to make some materials non-circulating and available only for in-library use.

NOTE: Items are expected to be returned on or before the due date printed on the receipt given at the time of checkout. The library sends overdue notices and tries to contact patrons as a courtesy, but it is not obligated to do so.

Amended by the Unicoi County Public Library Board of Directors on November 17, 2022

LOAN PERIODS & LIMITS

New Books & Audiobooks	14 Days
Hotspots	14 Days
Homeschool Headquarters Materials	14 Days
Main Collections: Print & Audiobooks	28 Days
Lengthy Books (Adult: 600+; Juvenile; 500+ pages)	56 Days
Interlibrary-loan Books (outgoing)	56 Days
DVDs	7 Days

ITEM LIMITS

Total Borrowed Materials: (Print & Audiobooks)	10 per minor's card 20 per adult or family 15 per homeschool minor's card 40 per homeschool adult or family (limit includes minor's checkouts) 2 books per teen card (NO A/V)
DVDs	5 per individual or family
Hotspot	1 per household, with a 24-hour waiting period for a second adult cardholder within the same home (Please see Hotspot policy)

HOLD LIMITS

Adult	15
Homeschool	20
Juvenile, Homebound, Senior, and Teen	10
Hotspot	pickup within 48 hours

FINES/FEES

Books & Audiobooks	25¢ per day (maximum of \$10.00 per item)
DVDs	\$1.00 per day (maximum \$15.00)
Hotspots	\$2.00 per day (maximum of \$50.00)
Damaged or Lost Books	Cost of book + \$10.00 processing
Damaged or Lost Courier/ILL Books	Cost of book + lending library's fee

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