



CARDHOLDER POLICY

CARDHOLDER REQUIREMENTS & REGULATIONS

1. Library cards are issued in order to identify eligible users and to determine the level of access to services and resources. Cardholders who are residents of Unicoi County have access to all library materials and services, unless restricted due to violation of library lending rules, policies, or regulations.
2. All Unicoi County residents aged 18+ who meet the requirements laid forth are eligible for a library card.
 - a. A valid photo ID with a current address within Unicoi County or within a 25-mile radius is necessary for obtaining a library card.
 - i. If the address on the ID is not current, a piece of official mail, utility bill, piece of certified mail, lease agreement, etc., may be used to verify a current address. Any documentation submitted must be dated within 2 months of the current date.
3. Patrons outside of the 25-mile radius may obtain a library card for a nonresident fee of \$10.00 per family.
 - a. Non-Resident Exceptions:
 - i. Patrons who work in Unicoi County or the Town of Erwin.
 1. To prove employment for the purpose of obtaining a library card, patrons must provide one of the following documents in addition to current proof of address: current pay stub, a letter from the employer, employment contract, employer ID, or other proof of employment. Acceptance of documentation is up to the discretion of library staff.
 - ii. Patrons of Outreach Services offered by the Unicoi County Public Library.
 - iii. Active Duty service members and family members who present a current military ID and proof of residence.
4. Homeless/transient patrons may apply for a library card with a current form of ID. This patron classification is limited to 1 item. Items must be returned on time or late fees will accrue (max = \$10.00). If items are lost, borrowing privileges will be revoked, but the patron will not be responsible for replacement and processing fines.
5. Children must be 5 years old to qualify for a personal library card. Minors aged 5-17 must have a parent/legal guardian apply on their behalf and assume accountability of materials borrowed and financial responsibility for fines accrued for overdues and lost, damaged, or stolen materials.
6. Minors must renew their cards upon turning 18 years of age and begin assuming legal responsibility for materials checked out and fines accrued. Any fines/fees on the minor's old account must still be paid by the parent/legal guardian. Unpaid fines on the minor's old account do not prevent card renewal or carry over to the new account.
7. New library cardholders will be restricted to checking out two items for a four-week probationary period. The two-limit restriction will be lifted if materials are returned on time and no fines accrue for the duration of said period.

8. Library accounts are updated annually to ensure the most current patron information is on file. Failure to annually verify information may result in privilege expiration.
9. Replacement fee for a lost card is \$1.00.
10. Patrons with accounts carrying a balance of \$5.00 or more may not check out or renew materials until balance is paid in full or a payment plan is established. Payment plans are developed on an as-needed basis at the Director's discretion.
11. In compliance with [Tennessee Code § 10-8-102](#), patron privacy will be observed and respected by staff. Only authorized users, parents or legal guardians will be provided detailed information on any library account.