

CIRCULATION POLICY

FULL ACCESS LIBRARY CARD (*onsite and electronic*) (Revised September, 2019)

A full access library card can be used to access both our digital and physical collections. It allows you to check out printed books, periodicals, CDs and DVDs.

A full access library card also allows you to use public computers at the library.

- A. All patrons are required to have their own valid Morristown-Hamblen County Library card to check out material. (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.) The patron's library card also provides access to public computers. Patrons who do not have their card may be given a Guest Pass for the day to access public computers. Children age 13 and under may use public computers in the Children's Library (lower level). They are subject to the previously outlined rules.
- B. A **free** library card can be obtained by any applicant who is:
 1. A 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 not a resident of Hamblen County.

FULL ACCESS LIBRARY CARD RULES (Revised September, 2019)

- 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).
- B. Juveniles
Any person younger than 18 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 transactions with the Library.
- C. Change of Address
Patrons are required to inform the Library immediately of all address changes.
- D. Lost/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

DIGITAL ACCESS CARD (E-Card – electronic card) (September 2019)

If you already have a full access library card, you do not need a Digital Access Card. However, Patrons residing in the service area may opt for a digital only card. **Once registered** for a digital access card we will *email* you a digital access card number that gives you immediate access to our online streaming, download, and database content.

- e-Media: download or stream e-books, audiobooks, movies and magazines.
- Research & Homework: access newspaper archives, genealogy tools, professional magazines and scholarly journals
- Online Learning: Learn a new language, take a practice test, or access Great Courses.
- E-cards expire every 2 years. Patrons need only to call the Library to renew their card.

REQUIREMENTS TO REGISTER FOR DIGITAL ACCESS CARD

You must be age 13 or older, a resident Hamblen County, surrounding counties, or live within the Holston River Regional Library System, and you must provide your email address. You can call the library or come by in person to register for a digital access card.