



## Library Card Application

All residents of Giles County are eligible for free library cards.

Out-of-county residents may obtain a card for an **annual fee of \$20.00**.

Out-of-state residents may obtain a card for an **annual fee of \$40.00**.

To obtain a card, patrons must furnish the following:

- A current photo ID with local address.
- Or, in lieu of a current photo ID with local address, the current photo ID and one form of current name/address verification.
- A telephone number and/or e-mail address.

Acceptable forms of identification include a Tennessee driver's license, current utility bill, printed personal check on a local bank, voter registration card, or Giles County property tax receipt.

The library card will be issued at the time of application, and **three items** may be checked out at that time. When those items are returned on time, regular checkout policies apply.

Children ages 4 - 16 may apply for a card once the parent or guardian has received their own card. Parents and children may receive their cards on the same day. Parents/guardians must supply the required ID listed above.

Lost library cards will be replaced at a cost of \$1.00.

## Lost and Damaged Library Materials

It is the library user's responsibility to pay the replacement cost of all lost or damaged materials checked out on the patron's account. The parent or guardian is responsible for damaged and/or lost items to materials checked out to minors.

## Checkout Policies

Each patron must present his/her own card before checking out materials or using a computer. Any outstanding fines exceeding \$5.00 must be paid, and items more than one month overdue must be returned. Households will be linked together. If a household member has overdue items or fines over the \$5.00 limit, the household access may be denied until materials are returned and fines are below the \$5.00 per card limit.

## Checkout Limits

Adult cards: 20 total items

Student cards: 10 total items

### *Limit of 3 movies and 1 set per card.*

All items check out for 2 weeks, except for the following:

- DVDS (check out for 1 week)
- Hotspot (check out for 1 week)

## Overdue Fees are charged for:

**Hotspots & Chromebooks:**  
**\$3.00 per item per day**

**Overdue fees are NOT charged for other items.**

**Lost fees will apply when items become two months overdue (plus a \$5.00 processing fee per item).**

## Renewals and Reserves

**Renewals** - Items may be renewed by phone or in person as long as there are no reserves on said item.

**Reserves** - Items may be placed on reserve by phone or in person. Patrons will be notified by e-mail or phone when the item comes in.

## Computer Use

Computers are available for public use. You must present your library card at the desk. A Computer Consent must be on file for users under the age of 18. Outstanding fines over \$5.00 must be paid and any items more than one month overdue must be returned before using computers.

Printing/Copying (B & W): 15¢ per page

Printing/Copying (color): 50¢ per page

Faxing: \$1.00 per page

Scanning: free up to 5 pages,  
25¢ each page thereafter

## Additional Information

**Hotspot** - Limit 1 per household. Can only be checked out by **Adult patrons**. If item is returned after the service has been cut off, the patron will be charged a \$25.00 service fee.

**Chromebooks** - Limit 1 per household. Can only be checked out by **Adult patrons**. Item may be renewed once, if there is not a waiting list for the Chromebook.

**Hotspots & Chromebooks:** If item is not returned within 3 days of due date, device will be cut off and patron will be charged the replacement cost of the item. (various amounts - Hotspot, \$304.00 - Chromebook)

**Interlibrary Loans** - Patrons may request Interlibrary Loan materials at no charge. Checkout for 2 weeks, no renewals.

**Book Drop** - All items except Chromebooks and Hotspots may be returned in the book drop, located to the right of the entrance to the Main Branch. Chromebooks and Hotspots must be returned to the circulation desk.

**FOOD AND DRINK ARE NOT ALLOWED.**