

**APPALACHIAN REGIONAL LIBRARY**  
**Circulation Policies**  
Revised and Approved 5-19-16

**I. LIBRARY CARDS**

**A. ADULTS**

1. Any adult who lives, owns property, works, or attends school in Ashe, Watauga, or Wilkes County and can show documentation of the same along with a photo ID is eligible for a free library card. Residents of counties (including TN and VA) contiguous to ARL qualify for free library cards under the same terms. A newly-issued library card is valid for three years. When a card has expired, verification of eligibility may be required in order to update the card.
2. NON-RESIDENTS: Adults who do not live, own property, work, or attend school in the above listed counties are eligible to purchase a non-resident card. Proof of address and a photo ID is required. A non-resident card is good for one year and costs \$10 annually.

**B. JUVENILES**

Any child under the age of 18 may have a card in his/her own name. A custodial parent, legal guardian or adult family member must provide his/her photo ID and address documentation to register the minor for a library account for which that adult takes full legal and financial responsibility. The responsible adult must have a library account in good standing and must be accompanied by the child at the time of registration. The adult and juvenile accounts will be grouped and notices for items on the child's card go to the responsible adult's address. Juvenile cards are valid for 3 years. When a card has expired, verification of eligibility may be required in order to update the card.

**C. NC CARDINAL CARDHOLDERS**

NC Cardinal patrons with existing accounts in good standing have full borrowing privileges and may check out with the card from their home library. If such a patron wants an ARL card, the above-listed requirements apply.

**D. PATRON RESPONSIBILITY**

Library cards should be treated with care. Patrons are held financially responsible for material checked out on their library cards or on cards for accounts for which they are responsible. Patrons are also financially responsible for items checked out on their cards when loaned to other people. A lost card should be reported immediately.

## E. CARD USE

A library card in good standing may be used to check out library materials, to place holds on library materials, and to use library computers. In lieu of the physical card, a photo ID plus proof of address may be shown, or the library bar code stored in a smart phone accompanied by verbal verification of additional information. Adult patrons who wish to borrow an e-reader must sign a separate “E-reader Lending Requirements and Agreement” form.

## F. REPLACEMENT CARDS

Proof of identity is required in order to issue a replacement card for adults 18 and older. Children under 18 must be accompanied by the responsible adult on the account to obtain a replacement card. Replacement cards cost \$1.00.

## II. LIBRARY MATERIALS

### A. LOAN PERIODS, LIMITS, FINES

Type of Material	Loan Period	Overdue (daily rate per item)	Overdue (maximum per item)	Limit per card
Books	21 days (3 renewals)	25 cents	\$5.00	None
Audiobooks	21 days (3 renewals)	25 cents	\$5.00	10
Music CDs	21 days (3 renewals)	25 cents	\$5.00	10
Movies	7 days (1 renewal)	\$1.00	\$5.00	7
Video games	7 days (no renewals)	\$1.00	\$5.00	5
Kindle	21 days	\$5.00	\$25.00	1 per adult card
Hotspot	7 days (checkout for days 8-14 on a fee basis and only when available)	\$5.00	\$25	1 per household

## **B. BLOCKED CARDS**

An individual patron who owes \$6.00 or more on his/her account is prohibited from checking out additional materials. If a family 'group' of cards owes \$30.00 in total, checkout privileges are suspended for all. If such a group has one or more cards in good standing, a combined total of 10 children's or teen books (no adult books and no DVDs) may be checked out at a time on the cards in good standing.

## **C. LOST OR DAMAGED MATERIALS**

1. If an item is lost or damaged, its replacement cost plus a processing fee must be paid by the card holder or responsible party. The item replacement cost is defined as the current retail list price. With the permission of the County Librarian or a library manager, a lost item may be replaced with a NEW, IDENTICAL copy. The \$3 processing fee must still be paid in this case.
2. If the current replacement cost cannot be determined (i.e., an item is out-of-print or otherwise unavailable), the cost per item listed below will be charged, *plus an additional per-item processing fee of \$3*.

### **BOOKS:**

1. Hardback (Adult): \$30.00 per item
2. Hardback (Juvenile/Young Adult): \$20.00 per item
3. Paperback (mass-market): \$8.00 per item
4. Paperbound (trade): \$20.00 per item

### **AUDIOVISUAL:**

1. Music CDs: \$15.00 per item
2. Audiobooks:
  - a. Individual CDs: \$10 per CD
  - b. If individual CDs are not available: \$40.00
3. Movies: \$25.00 per item
4. RFID Tags:
  - a. Stingray: \$6.00
  - b. Square book tag: \$3.00
5. Story bags: \$14.00
6. Video games: \$30.00
7. A/V replacement cases:
  - c. Movies: \$2.00
  - d. Audiobook cases: \$12.00
  - e. All other cases: \$7.00
  - f. CD jewel cases: \$1.00

## OTHER

1. E-Reader Paperwhite Kit: \$175.00 (Device: \$150; Charger: \$10, Silicone case: \$2.00; Bags: \$10)
2. E-Reader Fire Kit: \$300.00 (Device: \$275; Charger: \$10, Silicone case: \$2.00; Bags: \$10)
3. Book Club E-Reader Fire Kit: \$111.00 (Device: \$53; Charger: \$28; Case: \$15; Packaging: \$15)
4. Magazines: \$5.00 (no processing fee)
5. If an e-reader is returned in the book drop, a \$5 charge will be added to the account and a note made on the account to suspend e-reader borrowing privileges. Only the Circulation manager or County Librarian may reinstate e-reader borrowing privileges.
6. Hotspot: \$110.00; Deactivation/Reactivation of a Hotspot when not returned by the due date: \$30.00

## III. LIBRARY SERVICES

### A. COPIES/PRINTING

8-1/2" x 11": 10 cents per page (black/white); 50 cents per page (color)

8-1/2" x 14": 10 cents per page (black/white); 50 cents per page (color)

11" x 17": 20 cents per page

Double-sided copies are charged as 2 copies/prints

### B. FAXING FEE

At Wilkes and Watauga County Public Libraries: \$1.50 per page

No fax machine at Ashe County Public Library.

### C. NOTARY FEE

\$5.00 per principal signature

\$5.00 per person for oaths or affirmations without a signature

### D. GENEALOGY RESEARCH (Ashe only)

\$20.00 per surname (includes up to 10 photocopies or printouts)

30 cents per page for copies/printouts after the first 10

### E. RENTAL OF A COMPUTER PROJECTOR

(Applicable at libraries with a rental projector available; please call ahead.)

\$25.00 per day (excludes charging non-profit groups)

### F. PROCTORING FEE

\$10.00 per each exam

**G. Per day fee for borrowing a hotspot for more than the 7-day checkout period  
(must be pre-paid)**

\$3.00