

Library Card Registration

The Kingston Public Library provides free access to its materials to all **residents of Roane County**. To utilize the Library's services patrons are required to obtain a library card. Applications for library cards (form KPLF-9) are found at the Circulation Desk. Proof of residence is required:

- A Tennessee Driver's License,
- Tennessee Student ID card, or
- **Current (30-60 days)** utility bill indicating the applicant's residence
- A piece of **current** mail with the name and address,
- Pay stub or personal check,
- Typed lease or mortgage papers with the bank or realty co. name,
- Other forms may be considered by Director.

Library cards are issued at the time applicants complete their application. At the time a card is issued, the patron may check out one book only.

Applications for a library card will be kept in a secure location, accessible only by Library Staff.

The Staff shall conduct an annual review of its application database. Patrons who have not used library services within the past three years will be deleted from the database.

Library cards are not transferable to another individual. Special circumstances will be considered and noted on the patron's information page. Patrons may receive a replacement card once a year; if another is needed, the replacement cost is 5.00.

Children's cards

Children under the age of 17 require the signature of their parent or guardian to obtain a library card. The parent or guardian must also have a card in good standing; the parent or guardian may get a card at the same time. Parents or guardians of children 17 and under are responsible for loss or damage to library materials checked out to their children. The Library does not issue library cards to children four (4) or under. Children's use of the Internet is covered under The Internet Use policy (KPLP-12).

Other types of cards

Non-residents may obtain a library card upon payment of a \$25.00 annual fee. Out-of-state residents who reside in Roane County during vacation periods or due to work assignments are eligible for a library card. It is not required for visitors to have a library card to use the public access computers.

Teachers may apply for a special teacher's card if they teach in a Roane County school, public or private. They must show proof of current employment. They may check out 30 books during the school year. The teacher accepts responsibility for the books.

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