

Library Accounts:

Anyone living or paying property tax in the City of Oak Ridge may get a library card. There is no charge for the initial library card. To obtain a library card, patrons must provide proof of identity and proof of Oak Ridge residency. For children under age 18, the parent or guardian must provide proof of residency and assume financial responsibility for the child's account. Regardless of the type of library account, the patron or, in the case of a minor child, the parent/guardian, is financially responsible for any losses, fees, or damages associated with the account.

Acceptable forms of ID are

- Any state or federally issued ID (i. e. passport, hunting or fishing license, driver's license)
- School or university picture ID

Proof of residency:

- Current driver's license
- Current utility, telephone, or internet bill
- Voter registration card
- A piece of mail, cancelled within the last 30 days, showing name and address
- Bank statement showing name and address
- A lease agreement showing name and address
- Safe at Home substitute address as sponsored by the State of Tennessee

People living outside of the City of Oak Ridge may purchase a library card for \$45/year with proof of identification and valid contact information.

Card holders assume responsibility for their card, and are obligated to contact the library if their card is lost or stolen. After the initial issuance, the library will not try to verify the identity of the card holder. Card holders also assume responsibility for all items checked out on their card. Assuming responsibility means ensuring the security of a library card, returning or renewing materials on time, alerting the library when an item has been lost or damaged, paying fines and fees in a timely manner and maintaining current contact information with the library.

Parents of minor children assume responsibility for their children's reading and viewing choices. The library will not monitor the items checked out by a minor.

Resident library cards will be renewed every 2 years by verifying the patron's address, phone number, email address, and contact preferences. Fines must be paid in full in order for the card to be renewed.

Non-Resident cards will be renewed every year by verifying the patron's address, phone number, email address and contact preferences, along with a yearly \$45 fee. Fines for overdue or lost or damaged materials must be paid in full in order for the card to be renewed.

For patrons who are in emergency housing but have an Oak Ridge address, digital access cards are available. These cards allow patrons to access the digital collections the library makes available through its website and public access catalog. These cards expire after 6 months. A digital access card can be changed into a full access card with proof of residency and photo ID.

For patrons who are in temporary housing, such as on an extended work stay or in anticipation of a permanent move, a regular access card will be provided that will expire in accordance with their stay.

Circulation Policies:

- Books and physical audiobooks circulate for three week periods (21 days) and may be renewed twice.
- DVDs and BluRay movies circulate for one week (seven days) and may be renewed twice.
- Launchpads circulate for three weeks and may be renewed twice.
- Wi-Fi Hotspots circulate for one week (seven days) and may not be renewed.
- Periodicals are loaned on an honor system. The current issue will not circulate. Other issues are available for a recommended circulation time of 3 weeks.
- Reference materials and Oak Ridge Room material do not circulate and must be used in the library.

Borrowing Limits:

First time card users will be limited to 6 items for the first 9 weeks. After 9 weeks, assuming the library card is in good standing, the six item limit will be removed.

A card in good standing is defined by less than \$10.00 fines and no outstanding, lost, or damaged materials. In order to renew a privilege, all items must be accounted for and all fines must be paid in full. Any card accruing more than \$10.00 in fines will be blocked, and patrons will not be able to borrow more items or use a public computer until the fine is below \$10.00. However, in the case of public computers, patrons will be allowed to use a computer if they pay at least \$2 towards their overdue fines or lost/damaged material fees.

Interlibrary loan services are available to all patrons in good standing. There is no charge for Interlibrary Loan service, but patrons are limited to five ILL titles at any one time.

Any patron past their initial New profile status, may check out unlimited books, one Launchpad, 5 DVDs or BluRays or combination thereof, 2 Mobile Wi-Fi Hotspots.

Seed library users are asked to limit themselves to 10 seed packets, three of which may be heirloom seeds, per card per visit.

Interlibrary Loan

Interlibrary loan requests are accepted through our online form found both on our website, orpl.org, and our Catalog, orpl.ent.sirsi.net. All requests for materials from other libraries must be made through this form.

Patrons may submit 5 ILL requests at a time, assuming their library card is in good standing. There is no charge for this service. However, there will be times when we cannot locate the requested items through one of our partner libraries. In this case, we will ask if you are willing to pay the associated costs before requesting the item.

Interlibrary Loan services are offered for items not owned by Oak Ridge Public Library in the desired format. If an item is lost from our collection or is more than 30 days overdue with no plans to replace the item, we will request it through ILL. However, ILL is not meant to provide extra copies of items the library currently owns.

Digital materials – ebooks, downloadable audiobooks, streaming video, and online magazines – cannot be obtained through ILL.

Items that are less than one year old cannot be borrowed through Interlibrary Loan. Patrons may submit a Request Materials form, found on our website and in our catalog, for items that are less than one year old from publication.

ILL items may not be renewed without approval of the lending library.

ILL fines for lost, damaged, or overdue materials are set by the lending library. Please do not purchase a replacement copy for in Interlibrary Loan item.

Mobile Wireless Hotspots

Wireless hotspot devices, also known as WiFi hotspots or mobile hotspots, are available to be checked out to anyone with a valid Oak Ridge Public Library card in good standing. Mobile hotspots circulate for 7 days. While grant funding is available, Oak Ridge Public Library will not charge for the use of hotspots. However, in the event that grant funding is not available, Oak Ridge Public Library reserves the right to charge for the use of hotspots in an amount to cover the monthly usage fee billed to the library by the service provider. In the event the library must charge for use of a hotspot, the fee will be due at checkout.

Overdue mobile hotspots will be deactivated within 24 hours of due date. Mobile hot spots are only available for checkout from the circulation desk. The overdue fine for hotspots is \$2/day to a maximum of \$10. If a hotspot or piece of a hotspot is not returned, the replacement charge listed in the schedule above will be charged.

Oak Ridge Public Library is only a provider of the hotspot itself and does not guarantee internet access in all areas. The Internet Service Provider determines which areas receive coverage.

Internet access through this Hotspot device is filtered by the service provider and is compliant with the Children's Internet Protection Act (CIPA). Oak Ridge Public Library is not responsible for content, material, or sites that are filtered or not filtered. Each patron that uses this device assumes the risks inherent with Internet use and accepts the use of filtering software; filtering is not a guarantee of privacy, safety, or security. Parents and Guardians assume responsibility for access by Juveniles. For questions or concerns regarding filtering, please contact the service provider at the number listed in the wi-fi device container.