

## LIBRARY CIRCULATION POLICIES

1. A completed application for a library ID card must be turned in at the circulation desk in the library. The application form may be submitted in advance of your needing materials to allow processing time. If you are not a Big Sandy Community & Technical College Student, you must present a picture ID.
2. The library ID card will be issued free. A replacement charge of \$3.00 may be levied for additional cards.
3. You will be responsible for all items checked out on your library card. **Do not loan your card to anyone!** If the card is lost or stolen, report it to a member of the library staff immediately on the **Lost/Stolen Report** form. After that report is completed, your card number will be removed from the library system.
4. If you have overdue or lost items, you will not be allowed to check out additional items. An overdue fee of 10 cents per day is charged for books in the circulating collection. Overdue videos are one dollar per day. Reserves are 25 cents per hour or \$1.00 per day depending on check-out time periods. **If a book from the collection is not returned after 25 days, it is presumed lost and a replacement cost is assessed.** You may be charged the replacement cost for damaged items. To clear your record, you must pay the replacement cost or return the item and pay the overdue charge. When the amount owed reaches or exceeds \$10.00, the student's record will be marked as delinquent until the account is paid or the item is returned. The student may also be blocked from registration or obtaining a college transcript until the charge is paid.
5. All items must be returned in a library bookdrop and must be checked in by the automated system before the record of the check-out is removed from your name and library card. Overdue items returned in the bookdrop will have an overdue charge assessed. The charge must be paid to clear your record.
6. Check out limit for a non-KCTCS student is 3 items.
7. Address changes must be reported to the library staff at the circulation desk. A written notice of overdue materials and/or fines will be sent to the E-mail or mailing address on file. **Non-receipt of notices does not relieve you of responsibility for overdue materials and/or fines.**
8. This card is valid until May 15. It is renewable at that time, so do not discard.

**YOU MUST HAVE THIS ID CARD  
WHEN YOU CHECK OUT LIBRARY MATERIALS!**