

## Library Cards & Borrowing Policies

### Who Can Get a Free Library Card?

**All Millington residents**, defined as **individuals living in the 38053 zip code**, may get a free library card (effective July 2018).

The following groups are also eligible for a free library card:

- Students and staff of the Millington Municipal Schools
- Millington business owners
- Active duty military personnel, veterans, and their families
- Millington City Employees
- Millington Public Library Staff

### Why Get a Library Card?

With your Millington Public Library card, you can:

- Check out books, DVDs, and audio books
- Use a public computer in the library for two hours a day for FREE (Guests pay \$1.00)
- Access 100,000 eBooks and Audiobooks available via Tennessee Reads

### How to Get Your Free Library Card

Library cards are FREE for anyone who lives in the 38053 zip code. Library cards are obtained by visiting the library service desk and filling out an application. A photo ID (driver's license, military id, passport, etc.) and proof of current Millington address or alternate eligibility is required. Patrons age 17 and younger require a parent or guardian to accompany them in order to obtain a card. The cardholder or their adult guardian is responsible for all items checked out.

Those who do not live in Millington can purchase a Non-Resident card for \$35 or \$30 for Seniors 55+, or a Visitor's Card (temporary access) for \$5 per month.

\*All Millington Public Library programs and classes are FREE and OPEN TO THE PUBLIC! Program attendees do not need to have library cards. \*

### Renewing Your Card

All cards must be renewed every 3 years by visiting the library to show your driver's license or other proof of Millington residency. (updated 4/27/2021)



## Exceptions

The Millington Public Library wants to make having access to our library resources and services as easy as possible for all patrons. Are you homebound or hospitalized or cannot make it to the library to renew your card for some other reason? Please call us.

Do you really want to use the library but think you might have fines blocking your account? Please contact us. We can work it out. Not sure if you are eligible for a free library card or have questions about our policy? Please call us.

## Borrowing Policies

Item Type	Item Checkout Limit	Loan Period	Renewals	Holds Limit
Books, Audio Books	20	21days (3 weeks)	1*	5
New Books	20	7 days (1 week)	1*	5
DVDs	5	7 days (1 week)	1*	5
Magazines	3	21days (3 weeks)	1*	5
Learning Kits	1	21days (3 weeks)	1*	5

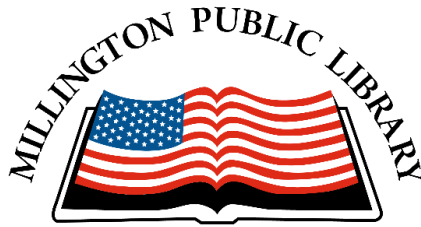
## Item Renewals

\*Borrowed items may be renewed one time with the exception of the following scenarios:

- The item is listed as “New”
- Another user has requested it
- The item has reached its maximum number of renewals. Renewing items beyond the 1 renewal is at the discretion of library staff
- The user’s account is blocked due to lost item fees

## Reserve an Item (Holds)

Any circulating library item may be placed on hold. When the item requested is available, the patron is notified that the material will be held for 21 days.



## Fine Free and Lost Item Policies

The Library no longer charges overdue fines. However, fees for lost items will be billed to the patron. The Library Board has approved all Millington Public Library fines and fees, as referenced in the Schedule of Fees below:

Guest pass for 15 minutes of computer use	FREE
Guest pass for 2 hours of computer use	\$1.00
Printing, black and white	\$0.25 per page
Printing, color	\$1.00 per page
Scanning documents to email	FREE
Millington Non-Resident Library Card (outside 38053)	\$35.00 \$30 (Seniors 55+)
Millington Visitor's Library Card (Short term access for Non-Resident)	\$5.00 per month
Lost Item Replacement	Catalog List Price + \$5.00 processing fee

### Library Notices

Patrons receive library notices according to the method they selected when registering for a library card, either phone, text, or email. Notices are sent out at the following intervals:

- Coming Due: 3 days before due date
- First Overdue: 7 days
- Second Overdue: 14 days
- Third Overdue and Billed for Replacement: 28 days

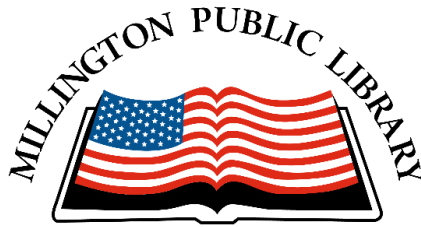
### Replacement of Lost Library Materials

All cardholders are responsible for materials borrowed on their card. Patrons are responsible for paying for damaged or lost items.

At 28 days overdue, the patron will be mailed a bill for the replacement costs of lost items. At this time, the patron may return the overdue items to clear the account or pay to replace the items. All bills will be mailed to the address on file. It is the patron's responsibility to notify the library of any changes in their contact information or preferred notification method. Patrons should resolve disputed fees before paying for them.

The library only accepts cash or personal checks as payment.

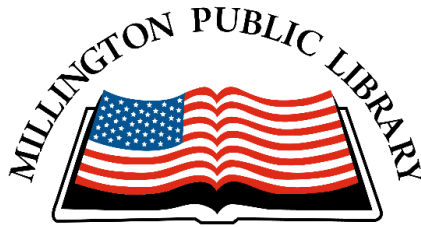
Patrons experiencing difficulty paying replacement costs for lost items should contact the Library Director. The Director will work with patrons to get their library account in good standing.



## Code of Conduct

- No food and drinks (with the exception of water with a lid).
- Be respectful of others in the library by keeping voices down.
- Children under 13 must be supervised at all times by parent or guardian. (State Law)
- No public displays of affection.
- No loitering or disturbing others.
- No pornography.
- Arguing or abusing staff and/or management will result in being banned from the library.
- Bullying, threatening, name-calling, cursing, and/or verbal, physical, or emotional abuse will result in being banned from the library.
- No weapons.
- No use of alcohol or drugs.
- Individuals who appear to be under the influence of drugs and alcohol will be asked to leave.

**Millington Public Library reserves the right to remove anyone from the library for violation of the above rules as deemed necessary.**



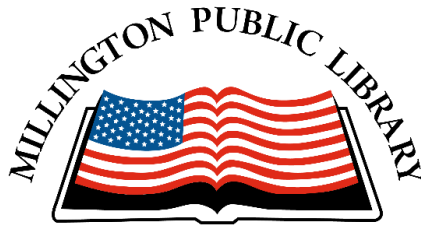
## Computer Policies

Limited bandwidth, public decency, and security policies prohibit use of some websites. Failure to comply will result in loss of privileges for 30 days or greater. Library cardholders are allowed two 1-hour sessions per day. Ending a session early still counts as one session. Guest passes will be available for \$1 each for 2 hours of same day computer use.

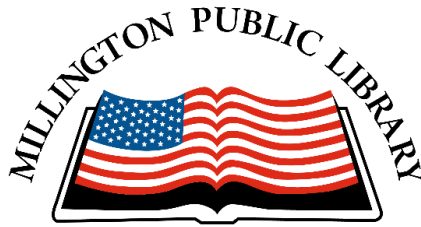
\*\*\*Please be aware all public computers automatically shut down **15 minutes** prior to library closing each day. Please plan accordingly to allow plenty of time to complete your computer and printing tasks. We will be unable to print your documents after that time.

### Internet Use and Safety Policy

1. The Millington Public Library endeavors to provide collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the diverse community it serves. Within this context, the Library offers access to the Internet for both staff and members of the public.
2. **Neither the Millington Public Library nor the City of Millington are liable for theft of personal information while accessing the public computers or internet, such as identity theft.**
3. The Internet is a global resource. Resources available on the Internet supplement and complement the collection and resources available at the Library. The Library does not monitor and has no control over the information available over the Internet. The Internet may contain material of a controversial nature. Users should note that not all Internet sources provide accurate, complete, or current information.
4. It is the policy of the Library to:
  1. Prevent user access over its computer network to, or transmission of, illegal material via Internet, electronic mail, or other forms of direct electronic communications.
  2. Prevent unauthorized access and other unlawful online activity.
  3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information regarding minors.
  4. Comply with Children's Internet Protection Act (CIPA) / Neighborhood CIPA.
5. Library users should not have an expectation of privacy when using any form of electronic media in the Library.
6. Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. Parents and legal guardians are responsible for monitoring any and all Internet use by minors. Consent given on the part of parents or legal guardians for a Library card issued to minors constitutes acknowledgment by the parents or guardians that they have a responsibility for monitoring their child's use of all Library resources, including the public computers.



7. The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or at the Library:
  1. Explore the wide range of available information, and tell your children about sites you consider inappropriate for them.
  2. Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
  3. Teach children to never give out personal identification information (name, address, password, telephone number, social security number, credit card number) about themselves or others without first asking a parent for permission.
  4. Teach children to be good online consumers. As with print information, consider the source, date, and accuracy of online information.
  5. Comply with Children's Internet Protection Act (CIPA) / Neighborhood CIPA.
8. Use of Library technology by each and every staff member, volunteer, or patron shall constitute that person's acknowledgment of, and agreement to, abide by this Internet Use and Safety Policy, including guidelines for use of the Internet by minors. Patrons are expected to adhere to all rules governing the use of the Internet in libraries, including the duration and frequency of sessions. Patrons who violate Library policy regarding the use of the Internet or who behave in a disruptive manner will be asked to either modify their use appropriately or have their Internet usage access suspended. During the first instance, the Internet usage access shall be suspended for seven days; for the second instance, 14 days; and for the third instance, 30 days.
9. All Internet use is subject to Library's Code of Conduct, which states that behavior must not disrupt other patrons' use of the Library, must be considerate of others in the Library and treat other patrons and staff with courtesy and respect, honor other patrons' privacy, and keep all conversations quiet.
10. Users shall not disclose, use or disseminate personal identification information without proper authorization.
11. Users shall utilize the Library network for lawful activities only. They shall not use the network to cause harm to others or damage the property of others. They shall not intentionally upload, download, or create computer viruses or other forms of malicious programming, attempt to harm or destroy equipment, manipulate the data of any other User, or seek unauthorized access to networks and systems, including so-called "hacking."
12. Internet users shall not violate any applicable local, state, or federal laws or policies.



## Meeting Room Policy

The Millington Public Library (MPL) is pleased to offer free meeting room space for local non-profit, tax exempt, civic or cultural groups and organizations, during business hours.

All programs or meetings must be free and open to the public, and must not disrupt the use of MPL for others. Permission to use the library meeting rooms does not imply library endorsement of the views, aims, policies or activities of any group or organization.

The MPL does not discriminate in making its premises available on the basis of race, color, national origin, religion, sex, sexual preference, age, or physical limitation.

### **Guidelines:**

The meeting room will NOT be used for:

Non-library groups soliciting business or actively selling items or services Fundraising activities or events, except those sponsored by the library.

Groups can reserve meeting rooms up to three months in advance of their meeting.

Time limit for meetings is two hours unless other arrangements are made with the library director.

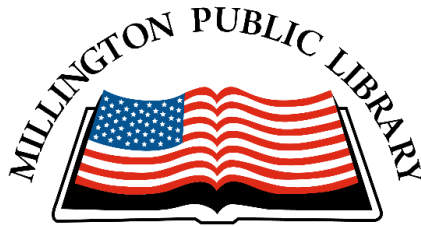
Meeting rooms will be booked on a first-come, first-served basis. Library-sponsored activities are always scheduled before an outside organization's events, and the Library reserves the right to reassign an organization/group to a different date if the room is needed for a library program.

The MPL must be notified in advance of any meeting cancellation, or change in name or phone number of the designated contact person for the group. Failure to comply with this policy may result in the non-acceptance of future bookings.

The meeting rooms must be left in the order in which they were found. Tables and chairs may be rearranged, provided they are returned to their original arrangement at the end of the meeting. A fee will be charged to users for damages or special cleaning as determined by the library director.

Any group that plans to invite an outside speaker to their meeting must inform the MPL, one week in advance, and provide a copy of any planned promotional materials that includes the name and address of the MPL.

Organizations may be asked to provide 501 © 3 or exempt number



## **Non-Discrimination Policy**

The Millington Public Library does not discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, age, religion, creed or disability in admission to, access to, or operations of its programs, services, or activities (The Civil Rights Act of 1964, Title VI). Discrimination of any kind is prohibited. People with disabilities have the right to be accompanied by service animals in public areas throughout Shelby County under the Americans with Disabilities Act, and interference with or denial of this right may also be a violation of state law. For more information or to report concerns regarding Title VI or ADA

Compliance: <https://www.millingtontn.gov/577/ADA-and-Non-Discrimination>