

Approved and adopted: 2001

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**Purpose of Policy:**

The goal of the policy is to set guidelines for the fair and efficient use of MTAS library resources. We want to be able to provide materials to users in a timely and efficient manner.

**Library Users:**

The collection is built, maintained, and utilized to support the primary mission of MTAS. In pursuit of this goal, we provide materials for use by MTAS staff, consultants, MTAS interns, and Tennessee city officials.

All other interested individuals, including UT students, staff, faculty and private citizens are welcome to use the library's materials in the library. We will also be glad to fax or email materials as appropriate to approved library users. Non-UT/non-city officials users in the library can make copies of selected materials on the MTAS office copier for a nominal fee. However, we do not loan library materials to these individuals as they are not included in our primary user group.

**Photocopies for fee:**

Copies will be charged to people who are not UT students, not employed by MTAS or IPS or are not an official from a Tennessee city. We charge .3 cents per page. Any money collected for these copies should be given to the Senior Budget Clerk as soon as possible. The Senior Budget Clerk can write a receipt for the customer if needed.

**Circulating Materials:**

The following materials are available for loan to the established library user group: books, some vertical file materials, videos, audio-cassettes, CDs and computer software. Some vertical file materials can be copied and kept by the patron as opposed to checking the materials out and having to return the materials.

**Non-circulating Materials:**

The following items are not available for loan and must be used in the library or have sections copied and faxed or mailed: municipal codes, legal resources, magazines, and reference materials.

**Loan Periods:**

Circulating materials are loaned for a period of 90 days for all user groups. At the end of the 90 day period, we ask that you either return the materials or request that we extend your loan period another 90 days. The request can be made via phone, email, fax or by walking into the library and letting us know. The library will extend your loan as many times as needed. Materials must be checked out for library users by a library staff member.

**Recall:**

If the material is needed by another client before the due date, library staff will check with the user who has the materials to determine if they are done with the materials and could return the items to the library.

**Permanent Loan Materials:**

These are materials which are part of the library's inventory but reside in a location other than the Knoxville library. Even though on Permanent Loan, these materials are available for use by other library users. The library's catalog will indicate the permanent loan status.

**Pleasure Listening Books-on-Tape:**

These materials circulate on the "honor system." You borrow whatever you'd like and return them when done. We do not track these materials. When they're gone, they're gone!

**Overdue Materials:**

We do not charge fines for overdue library materials. We do try to retrieve materials that are checked out and are due to the library and have not been renewed for another loan period. Patrons will be sent two notifications beginning 7 days after the date due has passed. If the materials are not returned after the two notifications, the materials will be considered "Lost" and will be marked as such in the library catalog.