

**Harvin Clarendon County Library**  
**SC Lends Member Library**  
**REGISTRATION and CIRCULATION POLICY**

**REGISTRATION**

**Residents.** Residents of Clarendon County may borrow books and library materials from the Harvin Clarendon County Library upon establishing their identity and residency in Clarendon County. Residency is established by presenting a valid South Carolina driver's license/ID showing a current Clarendon County address and completing a registration card.

If the borrower does not possess a valid South Carolina driver's license/ID, residency may be established by presenting a valid form of photo ID and one of the following listing a Clarendon County address: rental agreement, mortgage paperwork, property tax receipt, utility bill, or voter registration.

**Non-Resident (No Fee).** Non-residents permanently employed by an entity or school located in Clarendon County may register by presenting verification of employment and a valid photo ID. Non-residents attending school in Clarendon County, Sumter County residents, and students/employees of Central Carolina may register with photo ID and at no charge if they wish to use just the Harvin Clarendon County Library in Manning or to the Mobile Library. Should non-resident students, Sumter County residents, or students/employees of Central Carolina wish to have access to all SC Lends member libraries, they must pay the \$10.00 user's fee.

**Non-Resident (Fee).** All other non-residents may register by presenting photo ID and paying a non-refundable user's fee of \$10.00.

**Juveniles.** Registrants from birth through age 17 are considered juveniles and are required to be registered by an accompanying parent or legal guardian who will assume responsibility for materials borrowed by the child.

**Registration Period.** Registration is for a period of TWO (2) years, after which borrowing privileges will expire. Patrons must present photo ID to renew their account. Patrons wishing to renew an account with a new address must present appropriate documentation to reflect their updated address. It is the borrower's responsibility to inform the library of any name and address changes or lost/stolen cards. There will be a charge for replacement of library cards unless the card has expired.

**Membership Cards.** The library card provides a borrowing number to protect the privacy of library patrons. Patrons must present their cards each time they check out/renew materials at the library or use the computers. By accepting the card, the registrant agrees to be responsible for all materials borrowed on that card and for responsible behavior according to all library policies.

All active Harvin Clarendon County Library cards may be used at SC Lends member libraries. When using the card at an SC Lends member library, patron agrees to abide by that member library's policies.

## **CIRCULATION**

**Loan Policies.** The usual length of loan is 21 days. Some special items, such as new books, may have a 14-day circulation period. DVDs have a loan period of seven (7) days. Electronic materials will have varying loan periods with most being available for seven (7), 14, or 21 days.

There is a maximum limit of 30 items allowed out per library card. Within this 30 item limit no more than 10 items may be in DVD format. A limit of 10 items per subject, regardless of format, per checkout should be maintained. These limits include items placed on hold from SC Lends member libraries.

Reference materials and current issues of magazines and newspapers do not circulate.

**Special Group Loans.** Teachers, group leaders, and daycare staff may arrange for group loans with the Library Director. Special group loans may allow for additional circulation time beyond the standard periods. Items from SC Lends member libraries are not eligible for special group loans.

**Renewals.** Library materials may be renewed twice, provided there is not a hold list for the item(s) in question. ILL materials may be renewed once at the discretion of the owning library. Materials may be renewed online or by telephone – patron must provide their library card number.

**Hold Requests.** Requests may be placed on any circulating materials within the library. Requests may also be placed on any circulating items from SC Lends member libraries that do not fall under the "age protection" exception. All SC Lends member libraries keep their new materials in a six (6) month "age protection", allowing these items to circulate in their home county.

Per SC Lends policy, there is a maximum limit of ten (10) active hold requests per card.

All hold request items are held for seven (7) days. Patrons with a valid e-mail address in their account record will be automatically notified by e-mail when their requested item arrives. Patrons may also choose to be notified by text message or phone call. Hold notices are sent out as a courtesy only. The patron is responsible for checking their account online or by speaking with library staff to determine the status of a hold request.

**Fines.** The library does not charge overdue fees.

**Overdue Materials.** Overdue notices are sent as reminders only. The patron is responsible for the prompt return of all library materials borrowed. Patrons with a valid e-mail address in their account record will automatically be notified by e-mail when their items are overdue.

**Delinquent Patrons.** Patrons with long overdue materials that have been placed in LOST status will be denied borrowing privileges until such time as the overdue materials are returned or the replacement costs of the materials has been paid.

**Lost and Damaged Materials.** The list price is charged for all lost or damaged library materials.

**Book Return Box.** Patrons may return all items in the material return box during library hours as well as after hours, weekends, and holidays.

**Claims Returned and Claims Never Had.** Per SC Lends policies, patrons are allowed a maximum limit of four (4) Claims Returned and a maximum limit of (4) Claims Never Had on their account. Once these limits have been reached, the library account will be barred from future use. A Claims Returned is defined as: An item being listed as out on an account and not physically in the library, with a patron stating the item was returned. A Claims Never Had is defined as: An item being listed as out on an account and not physically in the library, with a patron stating the item was never checked out by them.

**Circulation Policy Approved by Library Board on 5/20/2019**