

HARVIN CLARENDON COUNTY LIBRARY

An 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 showing a current Clarendon County address and completing a registration card.

If the borrower does not possess a valid South Carolina driver's license or I.D., residency may be established by presenting a utility bill, rental agreement, mortgage paperwork, voter registration card AND some form of photo identification.

Non-Resident – No Fee. Non-residents owning property in Clarendon County may register by presenting a property tax receipt or notice and photo I.D. Non-residents permanently employed by an entity or school located in Clarendon County may register by presenting verification of employment and photo I.D.

Non-residents attending school in Clarendon County, Sumter County residents, and students/ employees of Central Carolina may register with photo I.D. and at no charge if they wish to use just the Harvin Clarendon County Library in Manning or 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 \$5.00 annual user's fee.

Non-Resident. All other Non-residents may register for one year by presenting photo I.D. and paying a non-refundable annual user's fee of \$5.00.

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 one year, after which borrowing privileges will expire. Patrons must present photo I.D. 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 or stolen cards.

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

Lost or stolen cards should be reported to the library immediately. There will be a charge for replacement of such cards unless the card has expired.

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 circulation and Internet Use policies.

CIRCULATION

Loan Policies. The usual length of loan is 14 days. Books, magazines, and audiovisual materials have a 14-day circulation period. Most electronic materials such as e-books and downloadable audio books will have a loan period of 14 days. Some electronic materials may have a loan period as short as 7 days and as long as 21 days.

There is a maximum limit of 25 items allowed out per library card. Within this 25 item limit, no more than 5 audiovisual items per format. For example a patron may check out 5 movies and 5 audio books, with room on their account to check out 15 books/magazines.

A limit of 10 items per subject, regardless of format, per checkout should be maintained. This limit includes items placed on hold from SC Lends member libraries.

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

Pamphlets and clippings kept in the Vertical File generally do not circulate but the staff may make exceptions to this policy. Circulation of such materials will be restricted to 3 days.

Audiovisual equipment may be checked out for a minimum of 24 hours and a maximum of two weeks. The library director will determine loan periods for specific equipment.

Special Group Loans. Teachers, group leaders, daycare teachers and other responsible adults may arrange for group loans with the library director. Special group loans may allow for additional circulation time beyond the standard 14-day period. Items from SC Lends member libraries are not eligible for special group loans.

Renewals. Due to the small size of this collection, DVD's may not be renewed. Other library materials may be renewed once, 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.

Renewals of eligible materials may be renewed by telephone. The patron must provide their library card number.

Reserves. Reserves may be placed on any circulating materials in the library. Reserves may also be placed on any circulating items from SC Lends member libraries with one exception. All SC Lends member libraries keep their new items in a 6-month "age protection", allowing them to circulate only in their home county. Reserves cannot be placed on age-protected items.

Per SC Lends policies, there is a maximum limit of 10 active hold requests per card.

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

Fines. Fines are imposed for overdue items. A charge is made for each library day that the item is overdue except for days the library is closed. Electronic materials such as downloadable audios, e-Books, and eMagazines are not charged 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 be automatically notified by e-mail when their items are overdue.

Delinquent Patrons. Patrons with material 30 days overdue will be denied borrowing privileges until such time as the overdue materials are returned and all fines or costs of library materials are paid.

The names and addresses of all delinquent patrons who fail to heed overdue notices may be turned over to the Clarendon County Sheriff's Department. The South Carolina Code of Laws cites failure to return materials borrowed from the state's public libraries as a misdemeanor. SC Code 16-13-340.

The library reserves the right to retain the services of a collection agency and report all delinquent accounts to the collection agency.

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

Lost and Damaged Materials. The list price is charged for lost or destroyed library materials plus an additional processing fee for each item that must be replaced. If an item can be salvaged, the cost of repairs will be charged. The current market price is charged for any periodicals lost or damaged beyond use.

Claims Returned and Claims Never Had. Per SC Lends regulations, patrons are allowed a maximum limit of 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.

Revised 10/01/2012 and Approved by Library Board