

Objective of the Circulation Policy

The objective of Marion County Library System's Circulation Policy is to enable the library system to keep track of its materials, to ascertain borrower's eligibility, and to ensure the equitable and free flow of material through the system.

Registration

Who May Borrow?

Resident: Anyone who resides, works, attends school, or owns property in Marion County may use the library without payment of a fee.

Reciprocal Agreement: Reciprocal borrowing within the 6 counties of the Palmetto Polaris Consortium was approved by the library board on 11-23-04. The counties are Darlington, Dillon, Marion, Marlboro, Georgetown, and Sumter. For purposes of this policy, card holders in good standing in these county libraries will be considered to be patrons of Marion County Library System.

Non-Resident: Non-residents (exclusive of Consortium residents) wishing to use Marion County Library System services may do so by payment of a \$10.00 annual membership fee. A three-month card is available for \$5. The payment of the non-resident fee entitles the non-resident borrower to the same access to materials and services as the resident borrower, unless otherwise stipulated in a licensing agreement for an electronic resource.

Juvenile borrowers: Children are eligible for a library card in their own name at birth. Through age fourteen, children's applications and the borrower's card must be signed by a parent or legal guardian and current address ID shown. Children, unaccompanied by a parent or legal guardian with current address ID, who bring in a signed library card application, will have their library card mailed to them.

Guest Passes: One day guest passes are available for free, and are good for computer use only. Patrons who wish to make regular use of our computers are encouraged to apply for a regular library card.

Registration Process

Identification: Each library patron must complete and sign a library card application and present identification showing current address. Patrons may use one of the following options to show residency:

- 1) Driver's License or Permit, Military ID, or State ID with current address
- 2) Photo ID without address **AND** one of the following:
 - Voter Registration
 - Utility bill
 - Bank statement
 - Current Rental Agreement
 - Tax bill or receipt
 - Statement from a homeless shelter (dated within the last three months)

Mail addressed to PO Boxes are not proof of residence and cannot be accepted.

If acceptable ID is shown at the time of application, the borrower's card will be issued and may be used immediately. Patrons who cannot produce acceptable current address ID will have their library card mailed to them to verify address. Upon receipt of the borrower's card, the patron may begin checking out materials.

Signature statement -- Library card application: "I agree to be responsible for material borrowed with this card, for all fines incurred and for loss and damage of materials charged to it. I accept responsibility for the selection of materials made by this person."

Signature statement -- Library card: "(Name) is responsible for all materials borrowed on this card. If lost, a charge will be made for replacement."

Juvenile cards – Parents or guardians must agree to and sign the Signature Statement on the library card application for juvenile cards, and will be responsible for all materials borrowed with the juvenile card.

Replacement Cards

Cards that will no longer scan properly due to wear will be replaced free of charge.

Lost cards

A fee of \$1.00 is charged for all cards that have been lost.

Library cards should be guarded as any other credit card. Lost or stolen cards should be reported to the library. A stop will immediately be placed on that card and photo ID will be required for check-out.

Loans -- What Materials?

Non-circulating materials: Reference materials, materials from the South Carolina Room Collection, titles from the in-house Storytelling Collection, newspapers, and current issues of periodicals do not circulate and must be used in the library. Selected periodicals (including back files) are considered part of the Reference Collection.

Temporary Reserve: Books in great demand for special projects or items directly related to programming may be temporarily placed on in-house reserve at the discretion of the Library Director.

Overnight Check-out: At the discretion of the Library Director, certain non-circulating materials such as Reference books or CD-ROMs either in the Reference Room or the South Carolina Room may be loaned to patrons for overnight use with certain restrictions:

- these materials must be easily replaceable -- irreplaceable items will not be loaned under any circumstances
- they may be checked-out no earlier than 15 minutes prior to closing
- they must be returned by opening time the next business day

Circulating materials: All non-restricted items are allowed to circulate. Patrons may borrow materials from any library in the system and the bookmobile and may return those materials to any library or the bookmobile. Movies rated R may only be checked out by adult cardholders.

Holds: Any item that circulates may be placed on hold by a patron. Holds are recorded automatically, are system-wide, and are filled by the first available copy.

Items with a hold placed on them may not be renewed.

Renewals: All circulating materials may be renewed within the renewal limits outlined below, if those items are not on reserve for another patron or overdue. Items may be renewed over the telephone or through the online catalog. However, the renewals process is automated and items will continue to renew until the maximum number of renewals is reached for the item. Patrons will be notified of, and be responsible for, fines resulting from overdue items. If an item is not returned at the end of its renewal limit, it will be declared lost and the patron will be charged its replacement fee.

Item Limits: There is no limit to the number of items a patron may check out with the exception of DVDs. Patrons may have up to 3 DVDs checked out at any one time.

Loan Periods and Renewal Limits

To ensure equitable access and free flow of materials through the library system, the following limits apply to circulating materials:

Item Type	Renewal Limit	Loan Period
New Fiction	1	14 days
Periodicals	3	21 days
Books	3	21 days
Audiobooks/CDs	3	21 days
DVDs/Video	1	7 days

Borrowed items that are placed on reserve or that have been requested by another patron cannot be renewed by the current borrower.

Ebooks and downloadable/streaming audiobooks may have loan periods that are determined by the provider and/or the Palmetto Library Consortium.

Overdue Items

Borrowers are considered fully responsible for materials checked out on their library cards and for payment of late return penalties or replacement costs. Parents/legal guardians are responsible for materials checked out by their minor children. Patrons are given receipts for materials checked-out, and for fines and fees paid.

Overdue Fines:

Item	Fine per day	Maximum fine per item
All items	.10 cents	\$3.00

Patrons are stopped from further check-out when accrued fines reach \$5.00.

Patrons are stopped from further check-out when any materials charged to their account become Long Overdue. Materials become Long Overdue at 28 days past their due date.

Courtesy Overdue Notices: One overdue notice is sent between 14 and 21 days after the item is overdue, and if the material is still not returned, a bill is sent 14 to 21 days after the overdue notice.

Overdue notices are sent to the email address listed on the patron's library card application by default. Patrons who wish to receive overdue notices by postal mail should indicate this on their library card application.

Lost and Damaged Items:

Patrons reporting lost materials must pay any accrued overdue fine for that item and pay a replacement cost for the item. The replacement cost will be refunded if the lost item is found within 30 days.

Patrons reporting or returning damaged items must pay replacement costs for the item if staff have determined that the item cannot be repaired for circulation.

Replacement Costs:

The replacement cost of an item is the retail price at time of purchase, as indicated in the item's record. If that information is not available, the price charged is the current cost listed with our primary vendor for that item type, for example, Ingram Books, so that the library may purchase a library-quality replacement for the lost item.

If no price can be found with the library's primary vendor, item replacement charge will be determined by using Amazon or other large retailer where the library may reasonably purchase a replacement. The library will seek the cost of the exact item, or closest equivalent. For example, if there are multiple formats available for purchase (such as paperback and hardcover), and the lost item is a hardcover book, the replacement cost must be for the title in a hardcover edition.

The library does not accept patron-purchased replacement copies.