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GREENVILLE (S.C.) COUNTY LIBRARY SYSTEM FINES/FEES POLICY

In order to encourage the prompt return of borrowed items and offset the expense of specialized services, the Greenville County Library System (Library System) has established a schedule of applicable fines and fees. The Executive Director is authorized to adjust or establish replacement charges for missing or damaged parts and equipment, and establish fees associated with new items or services offered.

OVERDUE FINES

Items returned more than one (1) day after the date due are assessed a fine according to the following chart:

	<u>Overdue Fine per Day per Item</u>
• Print and audiovisual items	\$0.20
• Reference items, Teaching Kits, Interlibrary Loan items, Museum Passes, State Park Passes, Tonie Boxes, and Board Games	\$1.00

The maximum fines for items returned after the due date are listed below for specific material types:

	<u>Maximum Fine per Item</u>
• Print and audiovisual items	\$6.00
• Reference items, Teaching Kits, Interlibrary Loan items, Museum Passes, State Park Passes, Tonie Boxes, and Board Games	\$15.00

Overdue fines are charged daily to a Borrower's account for items not returned by the due date. If an item is not returned thirty (30) days after its due date, it is billed to the Borrower's account and any accrued overdue fines associated with the item are removed. The Borrower is charged the price listed in the library's materials database.

If the billed item is later returned in good condition, the price of the item is removed from the Borrower's account and any previously removed overdue fines are reinstated.

If a returned item is damaged beyond repair, or if it has missing parts that cannot be replaced and is therefore rendered unusable, the price of the item is billed to the Borrower's account and any accrued overdue fines associated with the item are removed.

If a returned item is incomplete but the Library System is able to replace the missing parts, then the replacement part costs are billed to Borrower's account and overdue fines are assessed, if applicable.

FEES AND OTHER CHARGES

COMPUTER TRAINING LAB (Main Only)

- Use of the room and **one** of the following options: \$50.00
 - Use of Smart Board for presentation
 - Use of one or more student computer(s)
- Use of the room and **both** options listed above \$100.00
- Software customization request \$10.00 per computer

DATA STORAGE DEVICES

Data storage devices are available for purchase.

- USB 2GB flash drives \$2.25 each
- USB 4GB flash drives \$3.50 each

DIGITAL IMAGE FILES

The public may request high resolution image files of items from the Library System's South Carolina Room collection that are suitable for publishing or enlarging for \$5.00 per image. Provision of files must comply with U.S. copyright law.

EXPIRED MINORS' ACCOUNTS

Any unpaid balance on a minor's Borrower card account will be waived when the cardholder, after turning 18, requests their account be updated to an adult account.

FAXING

Self-service faxing is available at select Library System locations. The fee is determined by the third-party provider.

HEADPHONES

Headphones are available for purchase.

- Earbuds \$2.00 each
- Over-the-ears \$5.50 each

INTERLIBRARY LOAN

Any fines or fees assessed by a lending institution, including fees for lost or damaged items, are charged to the account of the patron for whom the material is borrowed.

If an interlibrary loan (ILL) item has not been returned 30 days after its due date, it will be billed to the Borrower's account. The Borrower is charged the price that is invoiced by the lending institution.

If the billed ILL item is returned in good condition, the price of the item is removed from the Borrower's account and overdue fines are assessed.

Once the Library System pays the replacement charge for the ILL item to the lending institution, then the Borrower is responsible for paying the full replacement charge to the Library System, regardless of whether the ILL item is returned.

ITEMS AND EQUIPMENT DAMAGED BEYOND REPAIR OR LOST

With the exception of Interlibrary Loan materials, replacement costs for lost items, or items too damaged to remain in the Library System collection will be charged to the Borrower's

account according to the price listed in the item's record in the Library System's materials database.

The Library System does not accept donated items in lieu of payment of fees.

If Library System items have been damaged or lost through fire, theft, flooding, or motor vehicle accident, and the Borrower can provide official documentation of the event, e.g. a police report or insurance statement, the Library System will waive half (½) the amount of the total replacement fees. Fines/fees associated with the late return of the items will be canceled with the exception of materials and debt recovery fees.

The Executive Director is authorized to determine repair or replacement costs for Library System equipment, such as laptops checked out for in-library use. The costs shall not exceed the amount the Library System pays for repair or replacement.

MAILING OF PRINTOUTS/PHOTOCOPIES

A \$3.00 postage fee for mailing a maximum of 25 printouts or photocopies of Library System materials (including microfilm and electronic resources) made by Library System staff will be charged to the patron's Borrower card account in addition to the cost per printed or copied page. Patrons without a Greenville County Library System Borrower card or whose Borrower card is barred or blocked must pay in advance of having materials mailed to them. A maximum of 25 pages will be copied or scanned per request.

Multiple requests for the same item, will not be fulfilled beyond this limit. However, patrons may submit separate requests for different items, each subject to the 25-page maximum.

Printing and copying of materials is subject to U.S. copyright law.

Pick up copying services are not provided.

MATERIALS AND DEBT RECOVERY

The Library System refers a Borrower's account to Unique Management Services (UMS) for collection when a Borrower's account exceeds \$25.00 in fines or fees and includes at least one lost item. To recoup the cost of pursuing these debts, a \$10.00 fee is added to the referred account.

The Library System may pursue recovery of unreturned materials as delineated in Section 16-13-340 of the South Carolina Code of Laws. Legal action may be taken against a person who knowingly fails to return borrowed items.

MEETING ROOMS

Food/Beverage Permission at Main Library and Five Forks

- One section \$100.00
- Two sections \$200.00
- Three sections (at Main Library only) \$300.00

Other:

- Use of laptop at Main Library and Five Forks Branch \$25.00
- Use of portable stage at Main Library (two 6 x 8 sections totaling 6 x 16) \$100.00
- Additional 6 x 8 sections (charge per section) \$50.00
- Technical assistance \$75.00

MISSING OR DAMAGED PARTS

Charges may be assessed for each missing, mutilated, or broken item as follows:

• Audiobook case	\$3.00
• Barcode label	\$2.00
• DVD case	\$2.00
• HDMI Cable	\$15.00
• Inserts for audiovisuals (covers, booklets, etc.)	\$5.00
• Lost hang-up bags and Tonie bags	\$1.00
• Music CD case	\$2.00
• Plastic container (games, Kits)	\$6.00
• Playaway battery covers	\$1.00
• Playaway case with or without foam insert	\$8.00
• Playaway lanyard - breakaway	\$2.00
• Playaway Launchpad and WhaZoodle USB Cord	\$8.00
• Playaway Launchpad Case and WhaZoodle Case	\$16.00
• RFID security device	\$2.00
• Tonie replacement charger	\$15.00

No charges are assessed for damages resulting from normal wear and tear. Total charges for missing parts will not exceed the cost of the item as listed in the item record in the Library System's materials database. Paid replacement charges for missing parts are not refundable.

If the damage to or destruction of Library property is the result of a person's willful or malicious act, compensation may be sought under the terms of Section 16-30-330 of the South Carolina Code of Laws.

NON-GREENVILLE COUNTY RESIDENT BORROWER CARD

- Non-resident Borrower card with full privileges \$63.00 per year*

*The Executive Director is authorized to adjust the Non-Resident Borrower card fee annually to correspond to the revenue generated by the Library System's millage rate divided by the most recent Greenville County U. S. Census adult population estimate.

PRINTOUTS AND PHOTOCOPIES

Self-service color copiers/printers are available for public use. Refunds are not issued.

- 8.5 x 11 and 8.5 x 14 \$0.10 per page

REFUND OF LOST FEES PAID

If a borrower locates an item for which they have paid a lost fee, the item may be returned up to six months after the payment was made. If the item is not damaged and all parts are returned, the borrower will be refunded the lost fee paid minus any overdue fines for that item and any other outstanding fines/fees on their account.

The Library System processes refund requests at least once a month and mails checks to the name and address listed in the borrower's account.

REPLACEMENT LIBRARY CARDS

The Library System assesses a \$1.00 fee to issue a replacement library card.

RETURNED CHECKS

The Greenville County SC Code of Ordinances, Chapter 7, Article I, Section 7-8 authorizes and directs county departments which handle county funds to increase the service charge for handling and processing checks which are returned unpaid for any cause to the maximum amount allowed by law. The Library System adds a \$36.00 charge to the account of the borrower for whom the returned check was received.

SOUTH CAROLINA ROOM SEARCH SERVICES

Library System staff may perform specialized searches for documents and records held in the South Carolina Room collection for a fee. Search requests may be submitted by mail or online. Payment is due at time of request:

- Greenville News Article Search \$5.00
- Vital Records: Greenville News Obituary, South Carolina Death Certificate, Greenville County Marriage License \$5.00
- County Deed Records and Probate Estate Records \$15.00
- Military and Pension Records \$15.00

Search fees for up to five (5) requests for Greenville News articles or vital records per month will be waived for Greenville County residents with a Borrower card and individuals who have purchased a Non-Greenville County Resident Borrower card. Additional searches will be subject to the applicable fees listed above.