



GREENVILLE (SC) COUNTY LIBRARY SYSTEM

CIRCULATION POLICY

In order to provide, maintain, and deliver quality resources to Greenville County residents, the Greenville County Library System (hereinafter the "Library System") has established borrowing rights, privileges, and obligations for users of the Library System's materials and services. To facilitate the circulation of physical and digital materials, the Library System has also established loan periods, item checkout limits, and limits on holds.

To ensure the Library System is able to respond to changing demands and circumstances, the Executive Director may establish or modify item limits for card types as well as adjust loan periods, checkout limits, and hold limits for physical and downloadable materials.

Availability

All physical, non-reference materials are available for check out, and most may be placed on hold. A library borrower card account in good standing is required and must be used to borrow, renew, or place materials on hold.

To maximize the availability of materials, especially those in smaller or high-demand collections, the Library System may limit the number of items that can be checked out on the same library card at any one time. A current list of item types available for borrowing, along with their checkout limits, can be accessed on the Library System's website or at any Library System location.

Item checkout limits may vary by library card type.

Loan Periods

Most items may be checked out for 21 days. Item types determined by the Library System to be in high demand may be restricted to a 7-day or 14-day checkout. A current list of item types and their respective loan periods can be accessed on the Library System's website or at any Library System location.

When items are not returned by the date due, overdue fines and other charges are added to the borrower's library card account in accordance with the Library System's *Fines/Fees Policy*.

Renewals

Most physical items that can be checked out may be renewed for up to two additional loan periods if they are not on hold for others and if the borrower's library card account is in good standing.

Items can be renewed in person at any Library System location, by phone, or online. If an item is eligible for renewal, it will be renewed automatically unless the borrower has disabled automatic

renewals. After the second renewal, the item must be brought to a Library System circulation point for check-in so staff can confirm, for inventory control purposes, that it is still in the borrower's possession and in good condition. If there are no holds for the item, the item may be checked out and is once again eligible for up to two renewals.

Placing Items on Hold

A hold can be placed on most items if they are not immediately available or if the borrower would like an available item set aside for pickup at a specified location. Select item types are not eligible for holds or for transfer between Library System locations and must be borrowed from, and returned to, the locations where they are held.

A maximum of ten (10) items may be on hold on the same library card at any one time.

When a hold is made available for pickup, it will be held for seven (7) days that the selected pickup location is open to the public, beginning on the day the item becomes available.

Downloadable materials

Access to downloadable materials varies based on library card type. The library card account must be in good standing to access downloadable materials. Restrictions imposed by individual vendors or by the terms of the Library System's purchase agreements may determine the duration of loan periods along with checkout, renewal, and hold limits.