

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") has established borrowing rights, privileges and obligations for users of the Library's materials and services. Various loan periods for materials may be set by the Executive Director to allow for quick response to changing demand. A limit on the number of items that may be charged to a Library card at any one time may be adjusted at the discretion of the Executive Director. A limit on the number of items that may be reserved on a Library card at any one time may be adjusted at the discretion of the Executive Director.

Availability

All non-reference items are available for check out. All non-reference items may be placed on reserve. A Library card must be presented to borrow, renew or reserve materials.

To maximize the availability of materials, especially smaller collections and/or high demand titles, the Library limits the number of items that can be checked out as follows:

Audiobooks on CD	10 juvenile; 10 adult
Books	50
CDs (music and sound effects)	10 juvenile; 10 adult
CD-ROMs	2 juvenile; 2 adult
DVDs	10 juvenile; 10 adult
Juvenile Big Books	2
Kits	2
Magazines	10 juvenile; 10 adult
Playaways	2
Playaway Views	2

Loan Periods

All non-reference items, regardless of media-type, may be checked out for 7, 14 or 21 days. The vast majority of items may be checked out for 21 days. Those items determined by the Library to be in high demand may be restricted to a 7-day or 14-day checkout. Items not returned by the date due are fined.

Renewals

All items that can be checked out may be renewed for up to two additional loan periods if they are not on reserve for others. Items can be renewed in person at any Library location, by phone or online. After the second renewal, an item must be presented to a Library circulation point for discharge. If there are no reserves for the item at the time of discharge, the item may be immediately recharged to the same borrower and is once again eligible for two renewals. Presentation of the item is for inventory control purposes to ensure that it is still in the possession of the borrower and is in good condition.

Reserves

If items are not immediately available, patrons may reserve them. Ten (10) items may be reserved on a Library card at any one time.

Downloadable materials

Availability, loan periods, renewals and reserves of downloadable items are configured within the options offered by vendors. Restrictions imposed by individual vendors or by the terms of the Library's purchase agreements often determine the number of items allowed for checkout, duration of loan periods, request list functionality and/or the number of renewals.