

## **GREENVILLE (S.C.) COUNTY LIBRARY SYSTEM LIBRARY CARD POLICY**

The Greenville County Library System (Library System) issues two categories of library cards: Computer User and Borrower. Computer User cards provide access to public computers only. Borrower cards allow users to check out materials and, unless otherwise indicated, provide access to the Library System's public computers and other services as described below. South Carolina Code of Laws considers records related to registration and circulation of library materials to be confidential information. (SC 60-4-10)

### **COMPUTER USER CARD**

Persons age 18 or older, with photo identification, may apply for a Computer User card at any Library System location. A Computer User card provides up to three hours of free access per day to the Library System's public computers.

### **BORROWER CARDS**

Borrower cards can be obtained at any Library System location. Borrower cards are free for Greenville County residents. There may be a charge for those who live outside of Greenville County. Photo identification and proof of residential address must be presented by an adult applying for a card, as well as an adult applying for the card of a minor. If the minor is not present, documentation of the minor's existence is required. Unaccompanied minors must present a completed and signed library card application, a copy of the signing adult's photo identification, and proof of residential address.

## **Residents of Greenville County**

### **Adults**

Greenville County residents age 18 or older must apply in person to obtain a Borrower card that provides full privileges including access to digital materials, such as eBooks, eAudiobooks, etc., as well as the ability to reserve Library System meeting spaces and use the Interlibrary Loan Service.

- **eCards:** Before obtaining a Borrower card with borrowing privileges, adults with a valid Greenville County residential address may apply online to establish a 30-day, nonrenewable virtual account (eCard). Applicants will be emailed an account number that may be used to access online databases, download select digital materials/resources, and place a hold on Library materials. When a virtual account holder visits a Library location and presents a photo ID and proof of a Greenville County residential address, the eCard will be converted to a Borrower card with full borrowing privileges. eCards are only issued once and are not available to those persons who already have been issued a library card.

### **Minors (ages 5-17)**

A parent, stepparent, foster parent, or legal guardian (Parent) is the person responsible for what is borrowed with a minor's library card and for any late fees or charges associated with its use. A Parent may choose one of the following Borrower card types:

- **Juvenile** Borrower card (restricted to juvenile materials, public computers, and online databases)
- **Teen** Borrower card (restricted to juvenile and young adult materials, public computers, and online databases)
- **Unrestricted Minor** Borrower card (allows the borrowing of materials classified for juveniles, young adults, and adults; access to public computers, online databases, Interlibrary Loan Service, and digital materials, such as eBooks and eAudiobooks).

With presentation of photo identification and proof of address, Library System staff will update a former minor's library card to an Adult card.

#### **Infants/Toddlers (0-59 months)**

A Parent may obtain a Little Learners card for a minor age 0-59 months that allows the borrowing of a limited number of board books, Easy books, and juvenile music CDs. This card does not provide access to digital materials, public computers, or Interlibrary Loan Service.

A Parent must change their minor's Little Learners Card to a Juvenile, Teen, or Unrestricted Minor card after their minor turns five years old.

#### **Temporary Residents of Greenville County**

Individuals residing in Greenville County for less than six months in any given year may apply for a Borrower card good for up to 90 days, which provides limited borrowing privileges. This card does not include access to Interlibrary Loan Service or the ability to reserve Library meeting spaces. Photo identification and proof of a temporary residential address in Greenville County must be provided when applying for or renewing this card. Renewals may be granted in up to 90 day increments.

#### **Non-Residents of Greenville County**

Individuals residing outside of Greenville County may obtain a Borrower card if they meet one of these requirements:

- **Owns property in Greenville County.** Adults may apply for a free Borrower card for themselves and/or their minor by presenting photo identification, proof of residential address, and proof of Greenville County property tax payment.
  - This card grants the same privileges as the corresponding Borrower card for Greenville County residents.
- **Attends school in Greenville County.** Individuals with proof of enrollment in an educational institution located in Greenville County may apply for a free Borrower card for themselves only.
  - This card grants the same privileges as the corresponding Borrower card for Greenville County residents.
- **Resides in a contiguous county that offers reciprocal borrowing privileges to Greenville County residents.** Individuals may apply for a free card by presenting proof of identification, proof of residential address, and a verification of home county library membership in good standing.
  - This card grants limited borrowing of physical materials and access to public computers and select electronic resources.

- **Pays an annual fee.** Non-residents may apply for a Borrower card by presenting photo identification, proof of residential address, and payment of an annual fee. The Executive Director is authorized to set the fee for a Non-Resident Borrower card each year by dividing the amount of revenue generated by the Library System's millage rate (determined annually by Greenville County Council) by the most recent population estimate for Greenville County.
  - This card grants the same privileges as the corresponding Borrower card for Greenville County residents.

### **CARDHOLDER'S RESPONSIBILITIES**

All cardholders are responsible for abiding by Library System policies and assume responsibility for all use of their library card.

All cardholders must report changes to the information they provided for their account, including updates to their mailing address and/or other contact information.

All cardholders are responsible for any use of their library card or charges accrued on their account until its loss has been reported to a Library System staff member.

Borrower cardholders assume responsibility for any damage to personal equipment that may occur while using Library System materials.

Borrower cardholders assume responsibility for materials borrowed with their card and any charges accrued on their account. The Parent who signed for a minor's Borrower card assumes these responsibilities for the minor's card. Borrower cardholders are responsible for tracking due dates and returning items on time.

Borrower cardholders are responsible for keeping their account in good standing. An account is in good standing if all of the following conditions are met:

- The account is current and does not need to be renewed.
- The unpaid balance on the account is less than \$10.
- There are no unreturned materials that have been billed to the account.
- The account is not otherwise blocked.

### **LOSS OF BORROWING PRIVILEGES**

A Borrower cardholder may continue to check out, renew, and request materials until overdue fines/fees reach \$10.00. Fines/fees equal to or in excess of \$10.00 block a cardholder's ability to borrow, renew, or request more items until the total amount owed on the cardholder's Library account is reduced to under \$10.00.

A Borrower cardholder who is blocked due to fines/fees and does not owe money for lost materials may request Library System staff to switch their account to a Computer User Card.

If a Borrower cardholder repeatedly returns Library System materials that are damaged, unusable, or require special care to preserve, their borrowing privileges may be temporarily limited or suspended. This includes, but is not limited to, returning items with strong odors or evidence of pests.

### **RENEWAL OF LIBRARY CARDS**

To help keep Library System cardholder account information current, the Library System sets renewal periods for all accounts. To renew an account, the cardholder or Parent listed in a

minor's account (or another Parent showing the same address) must present photo identification and proof of residential address; renew or return overdue materials on the account; and pay any outstanding fines on the account.

If the original or digital copy of the library card is not available or has been lost, the cardholder may purchase a replacement card. Library accounts may be renewed electronically and are subject to the same requirements as in-person account renewal.

Renewal periods are set as follows:

<b>Borrower Cards</b>	<b>Renewal</b>
Greenville County residents	Every two years
Greenville County non-residents	Every year
Temporary residents	Every 90 days upon request
30-Day Virtual accounts (eCard)	Not renewable
<b>Computer User Card</b>	Every year

### **DELETION OF CARDHOLDER ACCOUNTS**

To maintain the Library System's database of cardholder accounts, Library System staff will delete accounts in certain circumstances.

- Unrenewed accounts with no unpaid fines/fees or unreturned materials will be deleted two (2) years past their renewal due dates.
- Unrenewed accounts with unpaid fines/fees or unreturned materials will be deleted five (5) years past their renewal due dates.
- Cardholders may request deletion of their accounts from the Library's cardholder database. Only the Parent listed in a minor's account (or another Parent showing the same address) may request to have a minor's account deleted. Prior to account deletion, outstanding fines/fees must be paid and borrowed items must be returned.