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

In order to encourage the responsible use of library materials, ensure the prompt return of borrowed items and offset the expense of specialized services, the Greenville County Library System (Library) 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 to recover costs for new items or services offered as needed.

CIRCULATION FINES/FEES

Overdue fines apply to all library materials. Materials returned more than one (1) day after the date due are assessed a fine. Fines are assessed according to the following chart:

	<u>Overdue Fine per Day</u>
• Print and audiovisual materials	\$0.20
• Quik-Kits	\$1.00
• Reference materials	\$1.00

The maximum fine for items returned in good condition after the due date is six dollars (\$6.00) per item or the amount listed below for specific material types:

• Magazines	\$4.00 each
• Paperbacks	\$4.00 each

Items are billed to a borrower's account when they have not been returned thirty (30) days after the date due. The price listed in an item's record in the Library's materials database is charged to the borrower's account.

When a billed item is returned in good condition, the price of the item is deleted from the borrower's account and overdue fines are assessed. If the returned item is damaged beyond repair or incomplete, the price of the item or the replacement part cost is billed to the borrower's record.

COMPUTER TRAINING LAB (Main Only)

• Technical Assistance (required with room reservation)	\$75.00
• Software customization requests charged per computer	\$10.00

COPYING/MAILING/EMAILING SERVICES BY LIBRARY STAFF

All copying by Library staff must comply with U.S. copyright law.

The cost of copying any Library materials (including microfilm and electronic resources) at the request of a patron will be charged to the patron along with a \$1.00 handling fee. Patrons without a Greenville County Library System card or whose card is barred or blocked must pay in advance of having materials mailed to them. Emailing of copies by Library staff may be provided at no charge, but such provision must conform to U.S. copyright law.

When deemed necessary to complete a reference transaction or to provide service in extraordinary circumstances, a limited number of pages copied from electronic files may be provided free of charge at the discretion of Library staff.

DATA STORAGE DEVICES

Patrons may download information from Library computers onto data storage devices. Patrons may use their own data storage devices or ones purchased from the Library.

- USB 2GB flash drives \$3.50 each
- USB 4GB flash drives \$5.00 each

DIGITAL IMAGE FILES

The public may request high resolution image files of items from the 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.

FAXING

Self-service faxing is available at select library locations for public use. The fee for faxing is determined by the third-party provider and listed on the fax machine.

GENEALOGICAL RECORDS SEARCHES

Library staff may perform targeted searches for genealogical records in the South Carolina Room collection upon request. Fees for this service are assessed as follows:

- Census Records \$5.00
- Colonial and State Land Records \$5.00
- County Records \$15.00
- Military and Pension Records \$15.00
- Obituary, death certificate, marriage certificate \$5.00
- South Carolina Wills \$5.00

HEADPHONES

Patrons may use their own headphones with Library computers and Playaway digital audiobooks. Headphones may be purchased from the Library.

- Earbuds \$1.25 each
- Over-the-ears \$5.50 each

INTERLIBRARY LOAN

In accordance with the *Interlibrary Loan Policy*, only Library cardholders with full borrowing privileges have access to Interlibrary Loan Service. The Library charges a fee of \$1.00 to help defray the cost of postage for each item borrowed from another library system on behalf of an individual patron. Any fines and/or fees charged by the lending library, including fees for lost or damaged items, are charged to the account of the patron for whom the material is borrowed.

The Library assesses a fine of \$1.00 per day per item, up to a maximum of \$10.00 per item, for overdue materials borrowed from another library system. There is no grace period for overdue Interlibrary Loans.

ITEMS AND EQUIPMENT DAMAGED BEYOND REPAIR OR LOST

With the exception of Interlibrary Loan materials, replacement costs for lost items, incomplete sets or items too damaged to remain in the Library collection will be charged to the borrower's account according to the price listed in the item record in the Library's materials database. The Library does not accept items from the borrower in lieu of payment of fees for lost, incomplete or severely damaged items. If the items have been damaged or lost through circumstances such as fire, theft, flooding, etc., and the borrower can provide official documentation of the event, e.g. a police report, insurance statement, etc., the Library will forgive half (½) the amount of the total replacement fees. Any fines/fees associated with the late return of the items will be canceled with the exception of materials recovery fees.

The Executive Director is authorized to determine damage or replacement costs for library equipment, such as laptops checked out for in-library use, not to exceed the amount the Library has to pay for repairs or replacement of damaged equipment.

MATERIALS AND DEBT RECOVERY

The Library uses Unique Management Services (UMS), to recover long overdue library materials and outstanding fines/fees. When a borrower's account balance is between \$10.00 and \$25.00 in fines or fees, the Library may choose to refer the account to UMS for collection. To recoup the cost of pursuing these debts, a \$3.00 fee is added to the referred account.

The Library refers a borrower's account to UMS for collection when the borrower's account exceeds \$25.00 in fines or fees. To recoup the cost of pursuing these debts, a \$10.00 fee is added to the referred account.

The Library may also 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 and who is thereby "guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than one hundred dollars [\$100.00] or imprisonment for not more than thirty [30] days."

MEETING ROOM FEE-BASED SERVICES

Food/Beverage Permission:

- Branch Library or one section at Main Library and Five Forks Branch \$100.00
- Two sections at Main Library and Five Forks Branch \$150.00
- Three sections at Main Library \$200.00

Setup of tables and/or chairs:

- Branch Library or one section at Main Library and Five Forks Branch \$75.00
- Two sections at Main Library and Five Forks Branch \$150.00
- Three sections at Main Library \$225.00

Ceiling Mounted LCD Projector at Main Library and Five Forks Branch	\$75.00
Laptop at Main Library and Five Forks Branch	\$25.00
Portable Stage at Main Library (two 6 x 8 sections totaling 6 x 16)	\$100.00
Additional 6 x 8 sections	\$50.00 each
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
• Audiobook CD – replaceable single disc from a multi-disc set	\$10.00
• Barcode label	\$2.00
• DVD case	\$2.00
• DVD replaceable single disc*	TBD
• Inserts for audiovisuals (covers, booklets, etc.)	\$5.00
• Lost hang-up bags	\$1.00
• Lost library card or replacement of key chain card	\$1.00
• Multimedia carry file	\$8.00
• Music CD case	\$2.00
• Playaway battery covers	\$1.00
• Playaway case with or without foam insert	\$6.00
• Playaway lanyard	\$1.00
• Playaway lanyard - breakaway	\$2.00
• Playaway Launchpad AC Adapter	\$10.00
• Playaway Launchpad Replacement Bumper	\$9.00
• Playaway Launchpad USB Cord	\$7.00
• Playaway Launchpad Case	\$13.00
• Playaway Launchpad – replaceable due to damage	\$74.00
• Quik-Kit container	\$4.00
• Security device	\$2.00
• VHS case	\$1.00

*The fee for replacement is determined by the price charged by the DVD distributor. If an individual disc is not available for purchase to complete a multi-disc set, the borrower is responsible for the cost of the complete unit.

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's materials database.

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. The person "shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than one hundred dollars [\$100.00] or imprisonment for not more than thirty [30] days."

NON-GREENVILLE COUNTY RESIDENTS

- Non-resident Library card with full privileges (annual fee) \$38.00

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

- Guest Pass \$3.00 per day

A non-resident may purchase a guest pass to use the Library's public computers on the day the pass is purchased.

PRINTING AND PHOTOCOPYING

All Library locations have color copiers/printers available for public use in accordance with the following fees:

- 8.5 x 11 and 8.5 x 14 \$0.10 per copy
- 11 x 17 (Main only) \$0.25 per copy

REFUNDS OF FEES PAID

If a borrower locates an item for which s/he has paid the 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 charge for that item and any other outstanding fines/fees on his/her account. Refunds will not be given on replacement charges a borrower paid for lost or damaged parts.

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

RETURNED CHECKS

The Library complies with Greenville County SC Code of Ordinances, Chapter 7, Article I, Section 7-8, which 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. Therefore, the Library adds a \$30.00 charge to the account of the borrower for whom the returned check was received.

SCANNING

Scanners are available at all library locations for public use at no charge.

SURVEILLANCE INFORMATION

Requests for information recorded by the Library's surveillance cameras must be submitted in writing.

- Still Shots \$25.00
- Video Footage \$100.00