



Approved by Board of Trustees 5/22/02  
Revised 3/22/04, 7/26/04, 8/28/06, 6/25/07,  
6/23/08, 6/6/11, 3/26/12, 3/25/13,  
8/25/14, 6/27/16, 3/27/17, 3/26/18;  
8/26/19

## 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 equipment, and establish fees associated with new items or services offered.

### OVERDUE FINES

Overdue fines apply to all library materials. Items 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 per Item</u>
• Print and audiovisual items	\$0.20
• Quik-Kits	\$1.00
• Reference items	\$1.00
• Interlibrary Loan items	\$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:

	<u>Maximum Fine per Item</u>
• Magazines	\$4.00 each
• Paperbacks	\$4.00 each
• Interlibrary Loan items	\$10.00 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)

• Use of one or more student computer(s)	\$75.00
• Use of Smart Board for presentation	\$75.00
• Software customization request	\$10.00 per computer

### MAILING OF PRINTOUTS/PHOTOCOPIES

A \$2.50 postage fee for mailing a maximum of 25 printouts or photocopies of Library materials (including microfilm and electronic resources) made by Library staff will be charged to the patron's Library card account in addition to the cost per printed or copied page. 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. A maximum of 25 pages will be copied per request.

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

Pick up copying services are not provided.

### **DATA STORAGE DEVICES**

Data storage devices are available for purchase 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.

### **EXPIRED MINORS' ACCOUNTS**

Any unpaid balance on a Juvenile or Juvenile Adult Library card account will be waived when the cardholder, after turning 18, requests the account be updated to an Adult card.

### **FAXING**

Self-service machines are available at select library locations. The fee is determined by the third-party provider and listed on the fax machine.

### **SOUTH CAROLINA ROOM SEARCH SERVICES**

Library 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, phone 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

### **HEADPHONES**

Headphones are available for purchase.

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

### **INTERLIBRARY LOAN**

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 eligible Library cardholder. Any fines and/or fees charged by a lending library, including fees for lost or damaged items, are charged to the account of the patron for whom the material is borrowed.

### **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's record in the Library's materials database. The Library does not accept donated items in lieu of payment of fees.

If Library items have been damaged or lost through circumstances such as fire, theft, or flooding, and the borrower can provide official documentation of the event, e.g. a police report or insurance statement, the Library 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 recovery fees.

The Executive Director is authorized to determine repair 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.

### **MATERIALS AND DEBT RECOVERY**

The Library 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 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 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 ROOMS**

Food/Beverage Permission:

- 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:

- One section at Main Library \$75.00
- Two sections at Main Library \$150.00
- Three sections at Main Library \$225.00

Other:

- Use of ceiling mounted LCD projector at Main Library and Five Forks Branch \$75.00
- 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
- 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 Insert	\$3.00
• 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. 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. 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 RESIDENT LIBRARY CARD**

- Non-resident Library card with full privileges \$38.00 per year\*

\*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.

### **PRINTOUTS AND PHOTOCOPIES**

Self-service color copiers/printers are available for public use:

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

**REFUND OF LOST FEES PAID**

If a borrower locates an item for which s/he has 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 his/her account.

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 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 adds a \$30.00 charge to the account of the borrower for whom the returned check was received.

**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