

GREENVILLE (S.C.) COUNTY LIBRARY SYSTEM USER REGISTRATION POLICY

The Greenville County Library System ("Library") issues Library cards to enable individuals to borrow Library materials and/or to use Library services and for tracking the use of resources. South Carolina Code of Laws considers records related to registration and circulation of library materials to be confidential information. (SC 60-4-10)

There are 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 provide access to other services as described below.

Computer User Card

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

Borrower Card for Greenville County Residents

Greenville County residents may apply for a free Library Borrower card at any Library location. Photo identification and proof of a Greenville County residential address must be presented by an adult applying for a card, by an adult applying for the card of a minor, and by a minor age 15 or older applying for a card without a parent or legal guardian's ID. A parent or legal guardian's signature is required on all applications for minors.

Adults

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

2) Prior to visiting a Library location to apply for a Borrower card, adults with a Greenville County residential address may apply online to establish a 30-day, nonrenewable virtual account ("eCard"). Applicants will be emailed a virtual 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 is able to visit a Library location and present a photo ID and proof of a Greenville County residential address, the virtual account holder will be issued a Borrower card with full borrowing privileges.

Minors

A parent or legal guardian may apply for a Borrower card for a minor with proof of the child's existence. As 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 or legal guardian may choose either a:

- **Juvenile** Borrower card (restricted to juvenile materials only) or
- **Juvenile Adult** Borrower card which includes access to materials classified for young adults and adults and provides access to Interlibrary Loan Service and digital materials such as eBooks and eAudiobooks.

When a minor turns 18, the account will expire and the teen will need to provide photo identification and proof of address to update the account to an Adult card.

Infants/Toddlers

A parent or legal guardian may obtain a free Borrower card (Little Learners card) for a child ages 0-59 months. Only a limited number of Easy and Juveniles books and Juvenile music CDs may be borrowed with a Little Learners card. This card does not provide access to digital materials, public computers or Interlibrary Loan Service.

A parent or legal guardian may upgrade a Little Learners card to a Juvenile or Juvenile Adult card when a child is five years old.

Temporary Residents of Greenville County

Temporary residents five years of age and older are eligible for a Borrower card good for up to 90 days which provides limited borrowing privileges. Borrower cards for temporary residents do not include access to Interlibrary Loan Service or the ability to apply for meeting space use. Photo identification and proof of a temporary address in Greenville County must be provided when applying for a card and at the time of renewal, if a renewal is requested. Renewals may be granted in up to 90 day increments.

Non-Residents of Greenville County

Individuals living outside of Greenville County, excluding those under the age of five, may obtain a Borrower card in one of three ways:

- 1) Adults who own property in Greenville County may apply for a free Borrower card for themselves or their minor by presenting photo identification, proof of address, and proof of Greenville County property tax payment. An adult or minor who attends school in Greenville County may apply for a free Borrower card with proof of enrollment in an educational institution located in Greenville County. These cards grant the same privileges as the corresponding Borrower card for Greenville County residents. A parent or legal guardian may apply for a Borrower card for a minor with proof of the child's existence.
- 2) Non-residents who live in counties offering reciprocal borrowing privileges to Greenville County residents may apply for a free card that provides limited access to physical materials and selected electronic resources within the Library's collection and access to public computers. At the time of initial application, non-residents must have a home county library membership in good standing and provide photo identification and proof of address.
- 3) For an annual fee, a non-resident may apply for a Borrower card which grants the same privileges as a Greenville County resident Borrower card. The Executive Director is authorized to set the fee for a Non-Resident Library card each year by dividing the amount of revenue generated by the Library's millage rate (approved annually by Greenville County Council) by the most recent population estimate for Greenville County. Photo identification, proof of address, and payment of the annual set fee must be provided.

Cardholder's Responsibility

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

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

All cardholders should report loss or theft of their Library card promptly in an effort to avoid unauthorized use. Cardholders are responsible for any use of their card until its loss is reported to a Library staff member.

All cardholders assume responsibility for any damage to personal electronic equipment that may occur while using library materials.

Borrower cardholders assume responsibility for materials borrowed with their card and any charges accrued on their Library account. The parent or legal guardian who signed for a minor's Borrower card assumes these responsibilities for the minor. Although courtesy reminders may be sent to Borrower cardholders whose items are nearly due or overdue, Borrower cardholders are responsible for tracking due dates and returning items on time.

Loss of Borrowing Privileges Based on Fines/Fees Threshold

A Borrower cardholder may continue to check out 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 more items until the total amount owed on the cardholder's Library account is reduced to under \$10.00.

A Borrower cardholder who becomes blocked due to fines/fees and does not owe money for lost materials, may have their account switched to a Computer User Card.

Renewal of Library Cards

In an effort to keep Library records current, the Library sets renewal periods for all Library accounts. To renew the Library account, cardholders must present photo identification, proof of residential address, the original or a digital copy of their Library card barcode, pay any outstanding fines, and renew or return overdue materials. If the original or digital copy of the Library card is not available, the borrower may purchase a replacement card. All fines and fees must be cleared from a Borrower account before the account can be renewed or reinstated.

Renewal periods are set as follows:

Borrower Cards	Renewal
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
Computer User Card	Every year