CIRCULATION POLICY, Adopted April 11, 2012

Supersedes policy dated 13 NOV 2008, 6 OCT 2003, 24 JAN 2005, 7 NOV 2005, 6 SEP 2006

I. Purpose – This policy establishes consistency and efficiency in circulation transactions such as the registration of borrowers, the loan of materials, and the return of materials. Developed to conform to local and state laws, it conveys the spirit of the American Library Association's Library Bill of Rights.

II. Scope – This policy does not cover all situations; it is a guideline. Management will make decisions reflecting consistent and public-oriented service in situations not covered in this policy.

III. Loans – Library cards or personal picture ID must be presented in order to check out materials.

A. Number – Restriction on the total number of items that can be checked out is due to limitations in the size of the library's collection. Other limits may be imposed based on demand or availability. The following restrictions apply:

1. Adult card - 20 items
2. Teachers & Homeschoolers - 25 items
3. Juvenile card - 15 items
4. Non-resident card - 10 items
5. Institutional card - 50 items
6. All cards - limited to a checkout of no more than 5 DVDs

B. Loan periods

1. Normal checkout period for all material is three weeks.
2. Limits may be placed on high demand material.
3. SCLENDS inter-consortium loans (ICL) are based on the policy where materials are checked out.
4. Interlibrary loans (ILL) from KCL to libraries outside the SCLENDS system are checked out for four weeks (30 days).
5. Materials received through ILL are checked out for the time indicated by the sending library.
6. Reference materials may be checked out with permission of management.
7. All but the most current issue magazine may be checked out.
8. Bookmobile loan periods vary according to the bookmobile schedule.

C. Renewals – Typically, one renewal is allowed. In cases of place hold/request, material on hold for other patrons will not be renewed.

D. Video Materials – Videos or DVD's rated 'NR' 'PG' or 'PG-13' are checked out to any card holder. Videos or DVD's rated 'R' may only be checked out to adult borrowers.

IV. Registration

A. Privacy – All library records identifying the names of library users with specific materials are confidential in nature. Such records shall not be made available to any agency of local, state, or federal government except in accordance with established regulations and laws.

B. Age Requirements

1. Adult – age 18 and above.
2. Juvenile – below age 18. Parents or legal guardians shall be held responsible for materials borrowed by their child (children) until the child reaches 18 years of age. Children are not responsible for fines or charges accrued by parents/legal guardians.
    a. Non-restricted – standard borrowing privileges
    b. Restricted – borrowing privilege of three books (this is a limited circumstance where no adult co-signer is available.)

C. Residency – Supported by taxes paid by Kershaw County residents and landowners, KCL must register patrons for a library card. Patrons fall into the following categories:

1. Residents: people who live in or own property in Kershaw County. Patrons who do not reside in Kershaw County but who own property in Kershaw County may show a tax bill/receipt to obtain a card at no charge. Institutions located within the county also fall into this category. The library will require the signature of the person responsible for the institution's loans (preferably the institution's director). A list of employees authorized to borrow materials will be part of the institution's permanent registration. Loans are made to the institution and may be held accountable for loss or damage.
2. Non-residents: people who do not live in or own property in Kershaw County. Non-residents are charged a non-refundable $10.00 per year for a library card, and have full access to the SC LENDS system.
3. Members of libraries in the SCLENDS system are permitted to obtain a card at no charge.
4. Residents of certain contiguous counties (Lancaster, Sumter and Lee) or students with Central Carolina Technical College, may get a KCL card. However, for access to SCLENDS, the $10.00 fee must be paid.

D. Identification – It is necessary for a person to present proof of address in order to obtain a library card. Acceptable forms of identification include: valid SC driver's license or identification card, county school district registration printout, imprinted checks, utility bills, leases, current DSS cards, Medicaid cards, Medicare cards, and automobile registration (ID must have current Kershaw County address). Unacceptable forms of identification include: unofficial mail, social security cards and business cards. Management will determine the suitability of questionable identification. Each borrower is responsible for informing the library of his/her current address.

E. Expiration – Within SCLENDS library cards expire after one year; however, the card number is not deleted from the system upon expiration. Cards may be reactivated at any point after expiration.

F. Loss of Borrowing Privileges/Library Usage – Use of the library or its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, abuse of Internet privileges, or any other objectionable conduct on library premises. Library management has the authority to determine loss of library usage.

G. Lost Cards – A borrower is responsible for all use made of his/her card. If a card is lost (or stolen), the borrower should report it (by phone, email, or in-person) so as not to be responsible for items charged to the card.

H. Worn cards and barcodes – There will be no charge for replacement of a card/barcode determined to be worn out.

V. Fines – Overdue materials accrue a fine of 10 cents per day per item. The maximum fine for one item is $5.00. Borrowing privileges are suspended in cases where fines on a card total more than $20.00.

VI. Clearing Fines and Delinquencies – Management may authorize the waiving of fines, applying discretion in considering the merits of a contested fine or delinquency.

VII. Damaged or Lost Materials – Patrons will be charged for lost or excessively damaged materials based upon replacement costs. At the discretion of management, patrons may be allowed to provide exact replacement copies. In such instances, a processing fee of $5.00 will apply.

IX. Claims Returned – Patrons with more than three claims returned will not be allowed any further claims returned. Refer patrons to a branch manager in cases of disagreement or questions.

X. Refunds – Refunds will be made for lost materials that patrons have paid for, found, and then returned to the library. However, the refund will only be given to patrons who produce a receipt or cancelled check. This refund will only be given in the same fiscal year the payment was made.

XI. Notices

A. Overdue notices are provided as a courtesy to patrons.

B. Bill for Replacement – An item is declared lost when overdue for more than sixty days. The system will generate a bill for the item's replacement.

XII. Requests/Place Hold

A. Taking Requests – Requests may be taken by staff, or patrons can place requests.

B. Patron Notification – Patrons are notified as a courtesy when requested materials become available. Materials will be kept on hold for 7 days.

XIII. Lost Data – During periods when the automated circulation system—SCLENDS—is inoperative and information concerning circulation transactions is lost, patrons will not be held responsible for fines or charges accrued during the outage period.