

MARLBORO COUNTY (SC) LIBRARY SYSTEM

Marian Wright Edelman Public Library of Marlboro County

LIBRARY CARD REGISTRATION POLICY

The Marlboro County Library System (hereinafter referred to as "Library") issues Library cards to enable Library users to borrow materials and to use Library services. Library cards provide the Library a means of verification of eligibility for Library services and for tracking the use of services provided. User registration assists staff in gauging the library's effectiveness in being the best provider of guided access to information.

RESIDENTS OF MARLBORO COUNTY

Marlboro County residents five years old and older may apply for a free Library borrower card. Proof of identification (a valid SC License or State issued ID card) and of Marlboro County residency (1 piece of first-class mail received in the last 30 days) are required for an adult applying for his/her card with borrowing privileges; for an adult applying for the card of a minor; and for a minor age 15 and over applying for a card.

Users with Library borrower cards have full access to the Library's computer based services in addition to borrowing privileges.

A free Library card is also available to anyone living outside Marlboro County who (1) provides proof of payment of Marlboro County property taxes; (2) attends school in Marlboro County; (3) works in Marlboro County Government, Hospitals or Industry (must present ID Badge); or (4) lives in a county which offers free borrowing privileges to residents of Marlboro County.

Library card applications for children 17 years of age or under must have a parent or legal guardian's signature.

NON-RESIDENTS OF MARLBORO COUNTY

For a \$25 fee, the Library will issue a non-resident a Library card, valid for one year, with full privileges for borrowing or personal computing use. The fee for a Library card for a non-resident may be adjusted each year by the Library Director and approved by the Marlboro County Library Board.

RESTRICTED BORROWER'S CARD

A parent or legal guardian signing a Library card application as the person responsible for the use of the card will be issued a restricted borrower's card, limiting borrowing privileges to juvenile materials only.

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RENEWAL OF LIBRARY CARDS

Library cards are valid for a three-year period, and are required to be updated annually. When the three-year period has expired, a card may be renewed, provided the information related to the user's account is updated in the Library's database. Borrowers must pay all outstanding fines and fees to renew their cards. A user must present his/her Library card in order to renew or update the account.

CARDHOLDER'S RESPONSIBILITY

Cardholders MUST present a library card to checkout materials or use library services, or service will be denied. Library cardholders accept responsibility for abiding by the policies of the Library System. A cardholder is responsible for all use of the card, including materials selected and borrowed with his/her card and any charges accrued on his/her account. A cardholder is also responsible for reporting changes to the information provided at registration, including updates to residence and email addresses. Parents or legal guardians registering minors assume these responsibilities for the minors they register.

A cardholder should report loss or theft of a Library card promptly to avoid unauthorized use. A cardholder is responsible for any use of the card until the loss is reported to a Library staff member. The cost to replace a library card is \$5.00.

Although reminders may be sent to borrowers whose items are overdue, borrowers are responsible for tracking due dates and returning items on time.

Borrowers assume the responsibility for any lost, stolen, or damaged library materials (books, DVDs, CDs, magazines, electronic equipment, etc.). Replacement costs and overdue fines will be charged to the borrower's account. Amounts exceeding \$5 will result in the loss of library privileges.

LOSS OF BORROWING PRIVILEGES FINES/FEE THRESHOLD

A borrower may check out materials until overdue fines/fees reach \$5.00. Fines/fees equal to or in excess of \$5.00 block a cardholder's account and s/he can no longer check out items or use the computers until the total amount owed on the account is reduced to under \$5.00.

All fines and fees must be cleared from a borrower's account before his/her account can be renewed or reinstated following expiration.