

GREENVILLE PUBLIC LIBRARY

Circulation Policy

GETTING A LIBRARY CARD:

Adults:

If you're over 18 and would like a library card, simply stop by our circulation desk with proof of residency (such as a drivers license or utility bill), and fill out a registration card. You will have your library card on-the-spot and you may use it to check-out materials the same day.

Under 18:

For residents under the age of 18, a parent or guardian must be present to sign the registration card.

Replacement Card:

If you already had a Greenville Library card but have lost it, you will need a replacement card. Replacement cards cost \$1.

Visitor's Card:

A temporary library card will be issued for use in the Greenville Library Only upon payment of a twenty (\$20) dollar deposit, which shall be refunded upon surrender of the temporary card and return to the library of all items checked out on the card.

BOOKS: Books circulate for three weeks except short loan books. These books circulate for two weeks. Renewals are accepted by phone if no holds have been placed on the book. There is no limit to the number of books which may be checked out.

PERIODICALS: Magazines may be kept for one week. They may be renewed by phone if there are no holds; one renewal.

CD's & CASSETTES: Circulate for three weeks and may be renewed if there are no holds.

VIDEOCASSETTES: Circulate for one week, and may be renewed if there are no holds. The amount of videos that may be checked out is limited to three.

DVD's: Circulate for one week, and may be renewed if there are no holds. The amount of DVD's that may be checked out is limited to three.

INTERLIBRARY LOAN MATERIALS (Holds): These are loaned in accordance with the due dates set by lending libraries. Renewals may be allowed, depending on the policies of the lending library.

RESERVES: We are happy to reserve any item that is not immediately available or patrons may reserve their own materials using Request-A-Title on the online catalog (as long as their account is up-to-date). All reserved items must be picked up within eight days of their pick-up-notification. Any item not picked up within eight days will be sent back to the owning library.

RENEWALS: All items may only be renewed one time providing no holds have been placed on the item. The Library Director may waive this requirement when deemed necessary. Most items may be renewed by phone, in-person, or online if there is no reserve list.

FINES: Fines for materials are \$0.10 per day, except videocassettes and DVD's are \$0.50 per day, with a maximum of \$2.00 per item. Damaged item fees are charged at the discretion of the library. Full replacement value is charged for lost or seriously damaged items. Refunds for lost and paid items: within three (3) months from payment at the discretion of the Library Director.

OVERDUES: Patrons are notified twice by mail; one overdue notice, one bill. A patron who has been billed, loses all library privileges including use of equipment, until materials are returned and fines paid. Returning materials on time is YOUR responsibility. Please remember that OTHERS ARE WAITING.

LOSS OF BORROWING PRIVILEGES:

The Greenville Library reserves the right to suspend library card privileges at any time due to excessive fines and/or unreturned/damaged items. This right will be suspended and/or reinstated by the Library Director.

(rev. 6/9/10)