

## **Chester County Library**

Welcome to the Chester County Library. The mission of the Chester County Library is to serve the public through support and enhancement of informational, educational, and recreational needs of the community (April 8, 2014).

We welcome everyone in the community and encourage everyone to make reading an integral part of their everyday life.

### **With your library card:**

- You may borrow books and other materials free of charge
- You may borrow library computers
- You may borrow items and return items at the:
  - o Chester County Main Library 803-377-8145
  - o Lewisville Community Branch Library 803-789-7800
  - o Great Falls Community Branch Library 803-482-2149
- You may borrow books and materials from all SC Lends (a total of 17 libraries in SC)
- If you do not find a book in our library system, you may request that we locate the book for you.
- You may have access to the library's online e-books.
- You have access to online educational encyclopedias and other databases free of charge.

## Chester County Library

Chester County Main Library, Lewisville Community Library, Great Falls Library:

Library Card Policy and Fines and Fees<sup>1</sup>:

### Getting a library card:

Library cards are free to all Chester County Library residents. Library cards are issued at any Chester County Library branch with proof of current name and address. First time check out is limited to 5 items. Those patrons who do not live within the County may obtain library cards by paying an annual fee.

You may also use the library for free:

- If you work in Chester County, but reside outside the county (bring in your employee id card)
- If you own property in Chester County (you must have a picture id and current tax receipt)
- If you are a SCLENDS patron (but our checkout policies apply)

Out-of-county library card with full privileges: \$25.00 per person per year.

### Children's Cards:

Applications for children under age 18 must be completed and signed by the parent or legal guardian.

The parent or legal guardian signing for any minor's card must have their own card in good standing (defined as free of any blocks or charges due) before any new cards will be issued with their signature, including cards of other minor children that they are legally responsible for.

The Library can assume no responsibility for what children check out on their library card. Parents or legal guardians must determine what is appropriate for their children to check out.

### Checkout Periods:

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|--|----------|
| • New Books circulate                                  | 2 weeks. |
| • Most items including books and audio books circulate | 3 weeks. |
| • DVDS and Blu-Rays circulate                          | 1 week.  |

### Renewing Items:

- Books, audio books, DVDs, & Blu-Rays may be renewed 2 times.
- Items on hold for another patron cannot be renewed
- You may renew books by calling or renewing online with your library card

**Placing items on hold:**

- You may place 10 items on hold.

**Overdue charges:**

- DVDs and Blu-rays: 20 cents per item per day.
- Overdue fines books, audiobooks: 20 cents per item per day.
- Maximum overdue fines: per item \$5.00.
- To check out materials account balance must be below: \$5.00.

**Check-out Limits:**

- Residents may borrow up to a total of 30 items per card, 10 of which may be DVDs/Blu-Rays.
- There is a limit of 10 DVD's or Blu-rays per card.
- Patrons must be 18 years or older to check out adult DVDs.
- Children 17 and younger may only check-out children's DVDs.

**Cardholder's Responsibility:**

A cardholder is responsible for all materials checked out on his or her library card.

Parents are responsible for items checked out by their children.

The charge for lost or damaged materials is the value of the item, plus any applicable fees. Excessive charges for overdue, lost or damaged materials will result in a loss of borrowing privileges.

**Lost or Stolen Cards**

Report loss or theft of a card promptly to avoid its unauthorized use; the cardholder is responsible until the loss is reported. There is a \$2 fee to replace a lost card. Report lost cards to your local library.

**Change of Address:**

To change the address and phone number on your account, contact your local library.

**Charges for damaged materials that may be still usable:**

If the item is still useable, charges for damaged materials will depend on the type and amount of damage and will be assessed on a case-by-case basis.

**When the item is lost, damaged beyond repair or must be replaced:**

Materials that are damaged beyond repair must be withdrawn from the collection.

The replacement cost of library materials will be the actual cost of replacing each item (or default replacement charge) plus a processing fee.

Processing fee: \$10.00 per item.

Default replacement charges for materials, when replacement cost cannot be determined:

- Adult and teen hard-back book \$25.00.
- Adult and teen paper-back book \$10.00.
- Children’s hard-back book \$20.00.
- Children’s paperback book \$5.00.
- Audio compact disc \$8.00 per disc.
- DVD and Blu-ray disc \$20.00 per disc.

**Reference materials, local history and magazines:**

- The reference collection and local history collection are not available for checkout.
- Magazines may be checked out but current issue is not available for checkout.

**Confidentiality of library patron account:**

Patrons’ library records are protected by South Carolina statutes.<sup>ii</sup> SECTION 60-4-10.

**SLENDS:**

Your library card allows you to borrow and return books to any SLENDS library.

When you borrow from a SLENDS library their fines and overdues policy applies. Please make sure you know when books need to be returned and how much you may owe if you have a late fee.

Patrons, who move from one SC LENDS county to another SC LENDS county, need to get a new card from their county of residence. Patrons who are banned or blocked by one SC LENDS library system will be denied a card in the new county until they have settled accounts with their old library system.

**Other Services:**

- All black & white copies and printouts: 15 cents per page.
- All color copies & color printouts: 25 cents per page.
- Incoming & outgoing domestic faxes: \$1.00 per page (cover sheet no charge).
- Incoming & outgoing international faxes: \$3.00 first page, \$6 each added page
- Returned check fee: \$25.00 (per check).
- Notary \$2.00.

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<sup>i</sup> Library Card Policy and fines and fees policy was approved by the Chester County Library Board on June 14, 2016. <sup>ii</sup> <http://www.scstatehouse.gov/code/t60c004.php>