



Library Card Policy

1. LIBRARY CARDS:

In order to receive a library card, a person must complete an application and supply identification as described below.

RESIDENT CARD: To be eligible for a library card, a person must be a resident of Oconee county, own property in the county or be regularly employed in the county. Employment verification is required for those who live outside Oconee county but are regularly employed in the county. Resident cards must be validated every three years.

In order to receive a card, one of the following *must* be presented:

- Valid South Carolina Driver's License showing the current address
- Valid South Carolina Highway Department I.D. card showing the current address

-OR-

-Valid picture ID and one of the following recent forms showing current address:

- utility bill
- voter registration card
- payroll check
- rental or lease agreement
- other official document

~~**ONLINE ONLY BORROWER:** A user ages 14-adult may elect to register for a card with privileges to only borrow electronic materials. They may do so using the library's PAC. A staff member will regularly review online registrations to assure that meet with the regular residency and age requirements. Users will be notified and their card blocked if there is a duplicate registration and/or they do not meet the other normal requirements to possess a card in the county. Cards can be converted to regular cards by showing ID and requesting so at any branch. (Ages 14-17 must have a parent with them to show ID). Ended 9/24/2024~~

NON-RESIDENT CARD: Non-residents who do not meet the criteria above may purchase a non-resident card for a \$20.00 annual fee. The card is valid for one year. College students with home residences outside Oconee County will be allowed to get a card for free with valid school ID AND their photo ID.

RECIPROCAL BORROWING WITH PICKENS AND ANDERSON COUNTIES:

The Oconee County Library System will offer residents of Pickens and Anderson Counties borrowing privileges for most circulating materials at all its service points provided that residents of

Oconee County are afforded the same borrowing privileges in all that county's public library service points. Go Passes, Library of Things, and eBooks, eAudiobooks, and other electronic streaming materials are not included with reciprocal borrowing privileges. Reciprocal borrowers are not eligible for Interlibrary loans. In providing this privilege, it is understood that these out-of-county residents will agree to abide by all borrowing rules of the Oconee County Library System, just as Oconee County residents will be required to abide by the rules of the Pickens County or Anderson County Library.

Following are the guidelines for Reciprocal Borrowing:

No materials borrowed from one county's libraries may be returned to another county's libraries. (There is no courier service between counties.) If an item is returned to one of the Oconee County libraries, late fees will accrue to the maximum penalty until the items are picked up by the patron and returned to a branch library in Pickens/Anderson County.

The person must be a resident of Pickens or Anderson County. Owning property in Pickens or Anderson County is not sufficient.

The Oconee County Library is in no way responsible for any lost or damaged books that were checked out of the Pickens or Anderson County Libraries, and the same is true of Pickens or Anderson County.

Issuing Reciprocal Library Cards:

We will follow our current registration procedures. The reciprocal borrower must fill out our library card application, as well as present a valid form of photo identification and proof of current address. Parents must sign for children, just as we do for Oconee patrons.

Out of County Resident Card:

Residents of Pickens or Anderson County may purchase an out of county resident card for an annual fee of \$20 in order to gain borrowing privileges for downloadable eBooks and eAudiobooks. Go Passes, Library of Things, and eBooks and eAudiobooks are not included with out of county borrowing privileges

JUVENILE CARDS: If the applicant is less than 18 years of age, his or her parent or responsible party must meet the residency requirements and must accept responsibility for materials borrowed by the juvenile. If they themselves do not have a library card, they must apply for one at the same time. No card will be issued if the parent or responsible party has a blocked account {excessive fines, long overdue or lost items on their own card(s)}. The parent or responsible party may choose to allow the juvenile to receive a restricted access card or an un-restricted access card. Restricted cards do not allow checkout of video material or use of public computers in the adult area of the library. Un-restricted cards allow all privileges, including the ability to check out video material and use of computers in the adult areas of the library. ***Parents or legal guardians assume the responsibility of the selection of items to be checked out on a juvenile card. OCPL will not monitor nor accept responsibility for the selection of items being checked out on a juvenile card.***

INSTITUTIONAL CARDS: If a day care, senior citizen home, assisted living facility, or correctional facility in Oconee County wishes to have an institutional card, the owner, director, or supervisor must present a current business license if applicable and complete an institutional card application form. The

institutional card is valid for one year and can be renewed if it is in good standing and account information is verified as being current. The owner, director, or supervisor will be the only person allowed to use the card unless he or she designates another employee to have access to the account. The owner, director, or supervisor of the institution is responsible for ensuring the proper use of his or her institution's library card.

The institution will be responsible for all items checked out on its card. The Oconee County Public Library reserves the right to seek legal recourse if an institution refuses to return library materials or pay for damaged or lost materials.

GENERAL:

If the applicant can show verification of address at the time he/she applies, he/she will be given a card at that time.

A patron must present his/her own valid library card for any transaction unless a responsible party is designated on an application form.

Patrons are responsible for all materials checked out on their cards.

The library discourages a patron from allowing others to check out materials on his/her library card. However, if a patron presents another patron's library card to check out materials, staff members will assume that permission has been granted for the use of that card unless the card has been reported lost or stolen.

If a patron's card is lost or stolen, the patron should notify the library immediately in order to prevent unauthorized use of the card. Patron identification and \$2.00 is required for a new card. It is the responsibility of the patron to notify the library of an address or name change.

Library cards must be presented each time a patron wishes to check out any material.