

CIRCULATION

While books continue as the mainstay of the library's collection, your Harvin Clarendon County Library card also grants you access to digital resources, movies, music and many other formats.

LIBRARY CARDS

Clarendon County Residents

To apply for a library card, bring picture ID and proof of county residency (if your ID doesn't show a county address) and fill out a free application at our circulation desk.

Non-Residents

To apply for a library card, bring your picture ID and a fee of \$10 for two years and fill out an application at our circulation desk.

- Limited access cards are available to non-residents employed in Clarendon County, attending school in Clarendon County, students of Central Carolina, or Sumter County residents. Any of these groups wishing to have an unrestricted SCLends card, must pay the \$10 fee.

Card Benefits

Your card gives you access to:

- 30 titles at one time per card
- 10 DVDs at one time per card
- 15 borrows or streams from Hoopla per month
- 10 eBook, 10 audiobook, and 10 magazine borrows from Libby per month
- Full access to CreativeBug.com
- South Carolina State Park pass can count as one title

Loan Periods and Limits

*Loan periods may be different for items checked out from the Mobile Library

- DVDs for 7 days
- New Adult Fiction for 14 days
- Most other items for 21 days
- 2 renewals by phone, online, or in person as long as a hold has not been placed

Returning Items

The library provides printed receipts listing items loaned, the time and date the items borrowed, and the due date for each item

- Returns can be made at the circulation desk or in the drop-box in back (please do not put donations in the drop-box)
- NO OVERDUE FEES
- Books that have been marked LOST will be charged to the patron's account unless returned or replaced. Privileges will be suspended until the account is cleared.

Hold (Requested Material)

Items that are not immediately available may be placed on **hold** - online, in-person, or by phone. (Please refer to our _____ page for instructions on placing holds online)

- Only 10 times may be placed on hold at a time.
- Patrons will be notified when items are available for pick-up by a method of their choosing - phone call, email, or text.
- Holds will be held at the circulation desk for a week before being returned or reshelved.
- **All items placed on hold must be checked with the card used to place the hold request.**

