

Calhoun County Library

MATERIALS LOAN POLICY

October 21, 2025

MATERIALS LOAN POLICY

In order to provide quality resources for information, education, and leisure to Calhoun County residents, the Calhoun County Library System (hereinafter the "Library") has established this policy which outlines who is eligible for a library card, what types of cards people can have, and what items can be checked out on each type of card. This policy provides direction to library staff on issuing library cards, as well as information for the public on the philosophy and rationale for the types of cards available. At no time can a single patron have more than one card.

1. Overview and Authority

The Library Board of Trustees sets the policy determining who and how library cards are issued. The Library Board delegates responsibility for ensuring compliance with the Policy and records maintenance to the Director. Primary adherents to the issuance of cards in this policy are library staff. A library card is a contract between the cardholder (or in the case of minors, the parent/guardian of the cardholder) and the Library whereby the Library loans materials free of charge, and the card holder acknowledges and complies with the restrictions and conditions placed upon the loaning of such materials.

The Library Board determines all Calhoun County Library policies and is the final authority in matters concerning their application. The Board may authorize the Director to adjust the policy based on budget, change in system capacity, or other special circumstances.

2. Library Cards

There are two types of library cards available to the public. Each has different levels of access to materials. All cards must be signed on the back before they are eligible to check out materials. By signing the card, the patron or the patron's parent/guardian, agrees to abide by all library rules and restrictions noted in this policy.

Lost or stolen cards should be reported as soon as possible in order to safeguard the patron from card misuse and the resultant fees. First-time replacement for a lost or stolen card is free, but any time after will result in a \$2.00 charge for each replacement card.

a. Adult Library Card

The adult library card is available to all patrons 18 years of age or older. There is no charge for adult cards if the patron is a resident of Calhoun County. This type of card has no restrictions on Internet access, type of books, audiobooks, or DVDs available to borrow.

Patrons can check out computers, kits, state park passes, and other equipment. The only limitation is that a single card cannot have more than 50 items checked out at any time.

- i. Homebound services are available to residents of Calhoun County that meet the requirements listed in the Homebound Service Policy. Items are delivered to and picked up from residents' homes.
- ii. Teachers have the option of having a library card to support their classroom efforts. The card is available to any teacher living in Calhoun County or working in a Calhoun County School.
- iii. Non-Resident Library Card (NRC) is available to persons who live and work outside of Calhoun County. If they wish to use the Library to check out materials, they will need to purchase a Non-Resident card. The fee is \$20 for a year or \$5 for three months. The Non-Resident card is available to adults only and has various restrictions: The patron can only check out two items in the first checkout period; no computers, state park passes, or equipment may be checked out. Otherwise, the NRC has the same privileges as the adult library card.

b. Juvenile Library Card

The juvenile library card is available to patrons from 5 to 17 years of age. The juvenile patron must be a resident of Calhoun County and have a parent/guardian with a library card. Parents/guardians must sign for the Juvenile card. Juvenile cards have various restrictions: they will not allow patrons to sign onto adult internet computers; they can only log onto computers located in the Youth Services area; these cards also can only check out items labeled as Easy Reader, Juvenile, or Teen.

3. Material Loan Periods

All materials that the Library currently owns, or will own in the future, are subject to this loan policy. All materials other than equipment and park passes have a twenty-one-day loan period. Items can be renewed once if not on hold for another patron. If a patron needs to renew an item beyond the first renewal, the item must be brought back to the Library.

4. Lease Books

Lease books are used to supplement the number of copies of popular titles available, thus making patron wait times shorter. Lease books are subject to the lessor's return policies.

5. SCLENDS

As a member of the SCLENDS consortium, the Calhoun County Library borrows and lends materials to and from other member libraries. SCLENDS has their own circulation policy to which the Library adheres. The policy is attached here as an addendum. In short, new items under six months old, kits, computers, and wonder books will not be available to loan or borrow through SCLENDS. Any damaged materials, lost items, or disputes over loaned/borrowed materials will be mitigated in accordance with the SCLENDS policy.

6. Internet Usage & Checkout Limitations

Depending upon the card type, the Library will allow and/or restrict access to certain materials and services. Below is a list of limitations by card type:

- a. Adult (18+ years)
 - Full Internet Access
 - Unrestricted materials check out
- b. Juvenile (5 to 17 years)
 - Limited Internet Access (Youth Services area only)
 - Easy Reader, Juvenile, Teen books
 - No equipment

7. Juvenile with Parental Consent (form on file) will have full Internet Access

If a parent wants to allow their child to have full, unfiltered Internet access, the child must be a teenager (13-17 years of age). The parent will have to have a card of their own in good standing (no outstanding fees). The parent will have to come into the Library and fill out and sign the Internet waiver form. The parent, not the Library, is responsible for any activities the juvenile engages in on library computers and/or WIFI, as the Library takes no responsibility for the parent's prerogative to guide their child as they see fit.

Approved by: Caroline H. James Date: 10/21/25
Mrs. Caroline James, Chairman
Calhoun County Board of Trustees