

Sampson-Clinton Public Library Registration and Lending Policy

The Sampson-Clinton Public Library System welcomes all patrons. Library cards may be issued to residents of Sampson County, those who own land in Sampson County, and those in contiguous counties. In special circumstances, temporary library cards may be issued to other patrons interested in obtaining a SCPL library card at the discretion of the Library Director. It is expected that all patrons adhere to current library policies. Library privileges may be suspended for non-adherence to library policies.

Registration:

- Patrons must show a US government-issued form of photo identification or a passport.
- Library cards may be issued to juveniles between the ages of five and eighteen. Parents or guardians must have a library card of their own in good standing (no overdue materials/outstanding fines or fees) and must accompany their child when the application for a library card is made. Children may not check out DVDs or audiovisual equipment.
- Library cards are updated every three years.
- It is the responsibility of the patron to notify the library should his card be lost or stolen to prevent unauthorized use and to update contact information when it changes. All patrons are responsible for any items checked out on their library cards. There will be a fee for replacement cards (see “Fines, Fees, and Replacement Policy”). The library will waive the replacement cost of a stolen or destroyed library card upon presentation of an official report by the appropriate regulatory body documenting the incident.

Lending Policies

- A valid Sampson-Clinton Public Library card is required to check out materials at all library locations.
- Patrons are responsible for returning all items by the due date, undamaged, and with all library processing unaltered. The library does not send overdue reminders by postal service. Patrons may choose to give an email address to receive courtesy notifications. Electronic delivery services are not guaranteed, and failure to receive a courtesy reminder does not constitute a reason to void/waive overdue fines.
- Patrons are responsible for returning DVDs, kits, and audiobooks in the proper casings. These items will not be considered returned nor will they be checked in until the items are returned with all parts included. The library assumes no responsibility for damage caused to the borrower’s recorder/player by a DVD, kits, or audiobooks borrowed from the library. Copyright laws limit these materials to home viewing/listening unless specifically mentioned on the item that “Public Performance Rights” are included. Duplication is prohibited.
- **The library discourages the use of another individual’s library card. However, if a person’s card is in someone else’s possession and that card has not been reported to the library as stolen or lost, library staff must assume that the person who has possession of the card has the account holder’s permission to use it. Everything checked out on the card is still the cardholder’s responsibility.**

- Circulation periods are as follows:
 - Library books: 7-21 days No limit
 - Magazines: 21 days Limit 10 & must be back-issues
 - Audiobooks: 21 days Limit 10
 - DVDs: 3 days Limit 10& no juvenile checkout
 - AV equipment: 3 days No juvenile checkout
- Patrons with long overdue materials (those exceeding three weeks past the due date) will not be allowed to use computers or check out additional materials until everything has been returned/renewed, and all fines have been paid. Patrons with long overdue materials exceeding \$50.00 in value may under North Carolina General Statute 14-398 be taken to Small Claims Court. All fines and fees associated with this legal procedure will become the responsibility of the patron. Parents of children under 18 years of age will be legally accountable for all materials checked out to their children.
- Patrons with overdue fines exceeding \$20.00 will not be allowed to check out materials until the fines are paid. All fines must be paid on the second visit (verbal notification of overdue fines will be indicated on patron records).
- See “Fines, Fees, and Replacement Policy” for charges for overdue, damaged, and/or lost materials.

Library Administration understands that there may be circumstances which would necessitate varying the application of this policy, and these instances will be handled on a case-by-case basis by the Library Director.

SCPL revised 12/03, 08/16, 03/18