

Chester County Library Internet Use Agreement

Please read carefully before signing.

You must have your own library card in order to use the Internet. You may not use someone else’s card. Cards that have overdue items, or have accrued \$5.00 or more in library fees will be blocked from internet use. **1.** You must comply with the library’s policies found at www.chesterlibsc.org. **2.** In addition to the above terms if you violate this Internet and Computer Use Policy or if you do ANY of the following: • View, send, or print inappropriate or obscene (as defined by SC Code 16-15-305) websites, images, messages, or files. See the Internet Safety Policy on back of form.

Failure to comply with this agreement may result in suspension or revocation of Internet and wireless privileges. I hereby agree to comply with all policies. The Library reserves the right to monitor all Internet users at any time. Users are allowed up to THREE (3) hours per day. *Note: This agreement is binding for all devices using our wireless Internet connection.

Children under age 9 must be accompanied by parent or guardian when using public computers. I understand I am responsible for my child’s Internet viewing, and that I may not use his/her card to access the Internet.

For children under 18, a parent or legal guardian’s signature is required. The parent or legal guardian takes responsibility for all items checked out on the card and all fines or fees accrued.

Library Card Agreement I agree to follow all the library’s rules and regulations. I can find these at <https://www.chesterlibsc.org> I understand I am financially responsible for all overdue fines, as well as any fees for damaged or lost items checked out on this card. I will promptly report a lost or stolen card, and any change in contact information. See the Circulation Policy on back of form. I also agree to follow the Internet Use Agreement.

Signature of cardholder: _____

Date _____

Parent Signature (if patron is under 18):

Chester County Library Card Application (Please Print)

First Name Middle Name Last Name

Date of Birth (MM/DD/YYYY) ____-____-____

Parent Name _____

E-Mail Address _____

E-mail Checkout slips (Y/N) _____

Daytime Phone Evening Phone

Street Address

APT. # OR PO BOX #

City State ZIP Code

Holds Information: I would prefer to be contacted about a hold pickup by: Phone Email Text Message*

*Standard text messaging rates may apply. For text message, provide cell phone carrier (such as ATT, Straight Talk, etc.)

OFFICE USE ONLY- ID VERIFIED _____ STAFF INITIALS _____

Notes:

Chester County Library Circulation Policy

CCL CIRCULATION POLICY: 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: 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 SLENDS 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: • 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-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.

Library Card Policy and fines and fees policy was approved by the Chester County Library Board on June 14, 2016.

Chester County Library Internet Safety Policy

INTERNET SAFETY POLICY: It is the policy of the Chester County Library to provide internet resources to our patrons. Library patrons are required to agree to the Internet User Agreement before using the internet at the library. Chester County Library will not be held liable for the quality or accuracy of any information found on the internet.

Computer Usage: • Users must use their own library card to access the computer or they must show a picture ID at the front desk in order to receive a visitor's pass. • Each user may use library computers up to three hours per day. Staff may override if the need arises. • The Library may designate certain computers for the use of children only. • Library cards must be in good standing in order to use the computer. Library cards that are defined as cards in good standing are those for which no fines exceed \$5.00 and for which there are no other "blocks" on their library card. • If the user has an "expired" library card, they must update their library card before being able to use the computers. • If the user is under the age of nine (9), they must be accompanied with a parent or caregiver over the age of eighteen (18). • Patrons must use appropriate behavior while on online, on social networking web sites and in chat rooms. Computer users may NOT: • PC's may not be used to gain unauthorized access to the Library's network or computer systems. • Users may not damage or attempt to damage computer equipment of software. • Users may not violate copyright laws, or software licensing agreements. • Users may not engage in any activity that is disruptive to other library users. • Users may not bypass internet-filtering software, or demonstrate how to do so to another person. • Users may not download or use malicious software on library PC's. • Users may not disclose, use or disseminate personal identification information regarding minors. • PC's may not be used for cyberbullying. Filtering The Chester County Library Board in compliance with the Child Internet Protection Act (CIPA) and South Carolina Law has approved the use of internet filtering software on all public access computers. The software is designed to filter pornographic pictures or texts. However, filtering software may allow some inappropriate content to pass through and may block some appropriate sites. As with other library resources, parents' (legal guardians) are responsible for a child's access to the internet. An authorized staff member may disable the blocking or filtering software during use by an adult to enable access for bona fide research or other lawful purpose. Acceptable Use Chester County Library computers cannot be used for any fraudulent or unlawful purpose, including any activities prohibited under applicable federal, state or local laws. Chester County Library computers cannot be used for accessing websites in violation of Section 16-15- 305, South Carolina Code of Law. Material on the internet is copyrighted. It is the user's responsibility to be aware of any copyrighted information and to respect state and federal copyright laws. Internet use will be managed in a manner consistent with the Library's Patron Behavior Policy. Violation of these rules will result in loss of access to the internet and/or other library privileges. Unlawful activities may result in prosecution by local, state or federal authorities.

*Adopted by Chester County Library Board on February 13, 2012 - updated by Chester County Library Board on November 14, 2017.

