

POLICY ON CIRCULATION OF MATERIALS

Loan Period:

All non-reference library materials may be borrowed for a loan for a loan period of fourteen (14) days.

Reference materials may be borrowed for a loan period of three (3) days, with permission from the Director or designee.

Renewal:

Books, audio, and visual materials may be renewed two (2) times for a possible total six (6) week loan period, provided the items are not on hold. Items may be renewed online, over the phone, or in-person. Borrowed materials must be returned or renewed prior to expiration of the loan period. Overdue, renewable items will be automatically renewed until loan period is exhausted.

Magazines, technology materials, and passes are not eligible for renewal.

Reserves:

Materials may be reserved (placed on hold) online, over the telephone, or in person.

Restrictions:

The most recent issue of a magazine is limited to in-library use only. All newspapers will be restricted to library use only.

Minors with a juvenile library card (ages 5-11) may be loaned visual materials from the children's collection only.

Borrowed materials are the responsibility of the cardholder. All damage and/or loss of materials will be assessed a charge by the Director or designee. In most cases, charges will not be greater than the cost of replacement plus processing fees.

The Director may make exceptions to the borrowing procedures and/or limit the number of items to be borrowed if circumstances warrant such exceptions.

The Library is not liable for damage to any home equipment which may occur through the use of library materials.

Special Loans:

A person using a valid library card may borrow most circulating materials on a Vacation Loan for a six-week period.

Overdue Materials:

Materials returned beyond the due date will result in a blocked patron account. When materials are 45 days overdue they will be assumed lost and be charged on the patron account. Materials that are not returned before they are 60 days overdue may be sought by the District through any legal means available. This may involve turning delinquent accounts over to a collection agency or pursuing delinquent accounts through small claims court. People should be aware that fines owed to the District are a matter of public record and not exempt under the Public Records Act. Records of fines imposed on the card holder, and the costs for non-returned are not subject to the District's confidentiality policy. The District reserves the right to charge an additional fee if the overdue items are sent to collections.

Materials Returned Through the Book Drop:

Materials returned through use of the book drop are not deemed returned until they have been removed from the drop box by library staff and checked in. The drop is provided as a convenience for returns and is emptied on a regular basis when the library is open and each morning before opening. Individuals should be aware they assume the risk for items returned through the drop; if the drop appears full or the items do not appear to fit in the drop, it is more prudent to return the items when the library is open.

In-Library Use of Materials and Equipment:

Any person will be permitted full in-library use of any materials or equipment usable under existing normal library lighting and within public areas of the building.

It is a violation of California law to cut, tear, deface, break, or injure library materials. Individuals who willfully commit such acts shall be liable for all damages so caused. In the case of a minor who commits such acts, the parent of legal guardian shall be liable.

Only library-oriented materials may be brought into the library. Items such as writing materials, book bags, briefcases, etc. are acceptable. Any items larger than a briefcase are subject to questioning. Staff may require members to leave unacceptable personal items outside the library. The library is not responsible for unattended personal items whether inside or outside the library. Items that are deemed abandoned may be subject to discard. Individuals may be required to present briefcases and satchels for inspection when they exit the library.

Adopted by Board of Trustees - 7/17/91
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