

# South Pasadena Public Library

## Library Loans & Renewals

### Loan Periods

- The loan period for most materials is 3 weeks (except Book Club titles, teacher loans and City Council Meeting DVDs).
- The maximum loan period (including 1 renewal) is 6 weeks.
- Teacher loans are for a 6 week period (no renewals) and limited to no more than 4 children's books per subject.
- Book Club titles are loaned for 6 weeks.
- City Council Meeting DVDs can be borrowed for 1 week and cannot be renewed.
- At the end of the maximum loan period, the library material **cannot** be renewed by the same person until 24 hours have lapsed, so that others have the opportunity to borrow the material.

### Renewals

- Library materials can only be renewed 1 time.
- Items on **hold cannot be renewed** by the borrower.
- Library materials can be renewed at the Circulation Desk with borrower's library card.
- Renewals can also be made by phone by calling (626) 403-7340 during regular business hours and giving the borrower's library card number.
- Online renewals can be made by visiting the library's website at [www.southpasadenaca.gov/library](http://www.southpasadenaca.gov/library).
- Click on the link to the Library Catalog, choose "My Account", then choose "Renew my materials." Online renewals require the borrower's library card number and PIN. The PIN number is provided at the time of registration and consists of the library cardholder's birthdate in the following format: MMDDYYYY.



[www.southpasadenaca.gov/library](http://www.southpasadenaca.gov/library)

[www.friendsofsopaslibrary.org](http://www.friendsofsopaslibrary.org)

## Library Fees

• Daily Overdue Fees	25¢/per item
• Interlibrary Loans (non-refundable)	\$2/each
• Replacement Library Cards	\$3/each
• Proctored Exams	\$22/each
• Delinquent Collections Fee	\$22/account

### Maximum overdue fees

For Adult & Teen Borrowers 15 yrs. & over	\$10/per item
For Juvenile Borrowers under 15 yrs.	\$5/per item
Paperbacks	\$3/per item
Magazines	\$3/per item

### Lost or Unreturned Item Costs:

#### All (Adult, Children's & Audio/Visual)

**Replacement Cost—Price of each item**

**Processing Fee—\$11 each item**

Includes:

- Hardcover Books
- Foreign Language Books
- Trade (large format) Paperbacks
- Oversized & Coffee Table Art Books
- Audio Books—unabridged
- CDs, CDs from a set
- Kits (book, tape or CD)
- Music/Story Cassettes
- Magazines
- Paperbacks
- Toddler Books

### Miscellaneous Charges

Missing:

• AV Bags/AV Children's Bags	\$1 each
• Barcodes	\$1 each
• CD case/DVD case/Audio case	\$1 each
• Damaged Book—repairable	\$6 each
• Teacher Loan (canvas) bag	\$40 each

*(Non-repairable items—see replacement costs above.)*

Historic Photo Reproductions:

• Commercial Use	\$22/each
• Private Use	\$6/each
• Negatives	\$6/each

Community Room Rental Fees can be found by clicking on the link below:

[www.southpasadenaca.gov/librarycommunityroom](http://www.southpasadenaca.gov/librarycommunityroom)