

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 Discussion Group selections 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 require the borrower's library card number.
- Online renewals can be made by visiting the library's website at www.cityofsouthpasadena.us/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.



www.cityofsouthpasadena.us/library
www.friendsofsopaslibrary.org

Library Fees

- Daily Overdue Fees 25¢/per item
- Interlibrary Loans (non-refundable) \$2/each
- Replacement Library Cards \$3/each
- Proctored Exams \$20/each
- Checkout w/out Library Card-w/photo ID \$1/per item

Maximum overdue fees

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

Lost Item Costs:

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

Replacement Cost—Price of each item

Processing Fee—\$10 each item

Includes:

- Hardcover Books
- Foreign Language Books
- Trade (large format) Paperbacks
- Oversize & Coffee Table Art Books
- Audio Books—unabridged
- CDs, CDs from a set
- Cassettes (unabridged set)
- Kits (book, tape or CD)
- Music/Story Cassettes
- Videocassettes/DVDs
- 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 \$5.50 each
- Teacher Loan (canvas) bag \$40 each

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

Historic Photo Reproductions:

- Commercial Use \$20/each
- Private Use \$5/each
- Negatives \$5/each

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

<http://www.ci.south-pasadena.ca.us/library>