

LIBRARY CARDS

Any Southern California resident can apply for a free card. Complete an application form and present a valid photo identification (Driver's license, Passport or Student ID) and proof of current address (utility bill, rent receipt, etc.) at the checkout desk.

For Teacher cards, you must show proof of teaching employment, teach in Alhambra, or live in Alhambra.

For Children's cards, children from Preschool through 8th grade must have a parent or legal guardian sign the application.

BORROWING GUIDELINES

- Present your Alhambra Library card each time you borrow materials. YOUR CARD CANNOT BE USED BY ANYONE ELSE BUT YOURSELF.
- All patrons are eligible to borrow Videos/DVDs upon receipt of their Alhambra Public Library Card.
- Report a lost card or change of address immediately.
- You are responsible for all items and fees attached to your card and your child's card(s).
- To avoid fines, return all items promptly. If you have fees exceeding \$2.00, you will be notified when you check out materials.

BORROWING LIMITS

- You may borrow 5 items on a brand new card
- Total of 25 items per card

Fiction and Non Fiction Borrowing Limits:

- 5 items per author or subject
- 5 items by format or collection (Genre Fiction, Audios, CDs, Videos, DVDs, etc.) except for digital audio players, limit: 3

Classroom Teacher Limits:

- 30 items per teacher card, **No Renewal** (Fines charged for late items)

LOAN PERIODS

Books/Audio Materials:	21 Day Free Loan
Educational VHS/DVDs:	21 Day Free Loan
Entertainment Top Rental DVDs:	3 Day \$3 Rental Loan
Entertainment VHS/DVDs:	7 Day \$1 Rental Loan
Digital Audio Player Rental:	21 Day \$3 Rental Loan
Interlibrary Loan Materials:	14 Day Fee Loan

(ILL loan period varies depending on the lending library's policy)

Extended loans are available on request

RENEWALS

All items with no reserves or holds pending may be renewed (1) time via the Circulation Desk, 24-hour Automated Telephone Renewal Service or online.

Exceptions:

- Entertainment Videos/DVDs: No Renewal
- Interlibrary Loans (ILL): No Renewal
- Digital Audio Player: No Renewal

Overdue items may be renewed at the Library (not available through Automated Renewal or Website). Items may not be checked out, or renewed if fines/fees owed are \$5.00 or more.

To renew by computer you can obtain a pin number at the checkout desk and log on to our website:
<http://alhambralibrary.org>

To use the Automated Renewal Service you need a Touch-tone telephone to call (626) 289 – 8341 and have ready:

- Your Alhambra Library Card
- The items you wish to renew

Just follow the automated voice prompts to:

- List the titles you have on loan
- List or cancel any holds you have placed
- List overdue items
- State your current fines

LATE FINES (OVERDUE FEES)

Children's: 15 cents per day per item

General Adult Collections:

25 cents per day per item

Entertainment Videos/DVDs/Digital Audio Player: \$1.00 per day per item

LOST OR UNRETURNED MATERIALS

If an item is lost, or if you believe an overdue item was returned, contact the Circulation Department at (626) 570 - 5028. Unresolved fines and/or fees will be attached to your library account. Failure to return Library materials may result in a referral to the City's Collection Agency. If you notice a damaged item, please bring it to the attention of Circulation.

Lost/Damaged Items: Non returned items will be billed for the replacement cost plus a \$10 processing fee. Damaged items will be billed for cost-of-repair, or replacement and processing fee.

Collection Agency: Items not returned in 60 days are referred to the City's collection agency. A **\$15.00** collection fee will be assessed for recovery costs along with other fees incurred.

OTHER FEES

Holds: A .50 cent reserve fee is charged to your Library card for books and Audio Collections.

- No Reserves on Entertainment DVDs & Videos

LOST CARDS/ CARD LOOKUP

- **Library Card Lookup**
Available for 50 cents for current Library card holders in good standing whom have forgotten their card and wish to borrow materials.
- **Lost/Damaged Cards**
\$2 replacement charge for a first lost or damaged card; \$5 replacement charge for a second or third lost card.
- **Expired Cards**
Borrowing information will be verified and your card renewed every 3 years.

USING THE LIBRARY...

As a Library Cardholder, you have access to all Library materials. But you also have a responsibility to your fellow citizens. You have agreed to act as the caretaker of all the materials you check out of the Library. As the responsible party, you have agreed to return all items on time and in good condition.

CHECK THE CONDITION OF MATERIALS

You can help us maintain the collection and keep materials in good condition. When you are ready to check out your items, take a moment to review the books, tapes and other items you have selected to ensure they are in good shape. If you notice any damage, let your Check Out Clerk know what it is. We try to fix what we can, but some damage is permanent. We will make an official note of any permanent damage you may find, and you will not be held responsible for that damage. (Damage can include but is not limited to water or liquid damage, missing parts, torn pages, pen marks, etc.)

If an item is not returned on time or in good condition, other members of the community cannot use that item.

If a Library item is returned later than its due date, it is subject to overdue fines. If a Library item is returned damaged or in poor condition, the last responsible cardholder will be informed of the damage and will be asked to pay for the damage to the item.

Service may be restricted or refused if outstanding items or fees are not returned or paid.

ALL RENTAL INCOME IS USED TO ENHANCE AND EXPAND LIBRARY COLLECTIONS AND SERVICES.

LIBRARY HOURS

Monday: 1 PM to 9 PM
Tuesday: 11 AM to 9 PM
Wednesday: 11 AM to 9 PM
Thursday: 10 AM to 9 PM
Friday: 10 AM to 5 PM
Saturday: 10 AM to 5 PM
Sunday: 1 PM to 5 PM

Closed Holidays

Children's Department
(626) 570 - 3215

Reference Department
(626) 570 - 3212

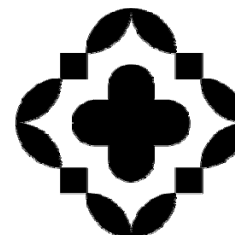
Circulation Department
(626) 570 - 5028

Adult Literacy & Families for Literacy
(626) 570 - 3281

Homework H.E.L.P Program
(626) 570 - 3215
October through May

Monday – Thursday 3:30 PM to 5:30 PM
NOT Available Friday or School Holidays.

Volunteer Opportunities
(626) 570 - 3212



**Alhambra
Civic Center
Library**

BORROWING



INFORMATION

**101 S. First Street
Alhambra, CA 91801
(626) 570 - 5008**

<http://alhambralibrary.org>