

# Borrowing Policies

REDWOOD CITY PUBLIC LIBRARY | [redwoodcity.org/library](http://redwoodcity.org/library) | 650.780.7020



## Library Cards

Library cards are issued without charge to any California resident. You must show identification with proof of residence when applying for a card. Acceptable I.D. may be any one of the following:

- California driver license
- California identification card
- Identification issued by the Consulate in California
- Check imprinted with name and address
- Official mail (postmarked within 30 days)
- Current bill imprinted with name and address (i.e. P.G. & E., water)

Children aged 14 years old and under are issued a library card with the additional requirement of the parent's signature on the application.

## Reserved Material

Loan periods may vary for library materials belonging to other public libraries or community college libraries in San Mateo County.

## Renewal Policy

Renewable materials may be renewed 5 times if no holds are placed on the materials. Materials may be renewed by telephone by calling (650) 638-0399, online at [www.redwoodcity.org/library](http://www.redwoodcity.org/library), by text (visit [www.plsinfo.org/texturlib](http://www.plsinfo.org/texturlib) to register) or by using the PLS Library App (to download, visit [www.pls.boopsie.bredir.com](http://www.pls.boopsie.bredir.com)).

## Returning Materials

Library materials may be returned to any public library or community college library in San Mateo County. Interlibrary loans must be returned to the library where they were borrowed.

## Lost Materials

Replacement charges are assessed for lost or damaged materials. All payments are non-refundable.

## Loan Periods, Fines & Renewals

MATERIAL	LOAN PERIOD	DAILY FINES ON ADULT ACCOUNTS	RENEWABLE (MAX. 5 TIMES)
Adult Items	3 Weeks	\$0.25	Yes
Adult Dvds	1 Week	\$0.25	Yes
Juvenile/Young Adult Items	3 Weeks	\$0.15	Yes
Juvenile/Young Adult DVDs	1 Week	\$0.15	Yes

**Children and Teen accounts do not accrue overdue fines.**

MAXIMUM FINE PER ITEM & PER TRANSACTION: Adult Materials - \$8.00    Juvenile Materials - \$4.00

## Overdue Notice/Accounts Payable

Pre-overdue notification is sent only by e-mail 1 day before the item(s) is due. Overdue notification is made by telephone, postcard or e-mail. For an item that is checked out for three weeks, an overdue notice is sent 14 days after the item is due. For an item that is checked out for one week, an overdue notice is sent 7 days after the item is due. A bill is sent 30 days after an item is due. Please note that unresolved accounts of \$40.00 or more may be referred to a collection agency and an additional fee of \$10.00 will be assessed. Please visit us at the Library or call (650) 780-7018 to quickly resolve any accounts payable.