

# BERKELEY PUBLIC LIBRARY POLICIES

**SUBJECT: Circulation Policy**

ORIGINAL DATE:	
BOLT Resolution #:	R18-054
REVISED DATE:	02/02/2022
BOLT Resolution #:	R22-044
PAGE:	1 of 3

## I. POLICY

### Library Cards

*Library Cards are free to all California residents and allow patrons to borrow materials from any of the Berkeley Public Library facilities. Full-service library cards provide access to physical collections, eBooks, online streaming media, online resources, internet access, and more. Full-service library cards expire after 4 years. Applicants must be present in the library to receive a library card or renew an expired card. In order to obtain a full-service library card, patrons must provide picture identification and proof of California address.*

The following can be used for picture identification:

- **California ID or Driver's License** (Temporary IDs are not acceptable)
- **Government Picture ID** (Out of State ID, Passport, Military ID, Green Card, etc.)
- **Student ID** (High School ID, College ID, etc.)
- **Picture ID from known entity/institution** (Bank Card, Transit Card, Costco Card etc.)

The following can be used for proof of California address:

- **California ID or Driver's License** (Temporary IDs are not acceptable)
- **Imprinted Bank Check** (Personal Check or Payroll Check Made Payable to Patron)
- **A Piece of Mail** (Postmarked within the past 30 days)
- **Voter Registration Card**
- **Utility Bill** (Printed or Electronic)
- **Automobile Registration**

### Tool Library

Only residents or property owners of the City of Berkeley over the age of 18 are eligible to borrow tools from the Tool Lending Library. No more than 10 tools may be borrowed at any one time.

Patrons must present picture identification in addition to establishing Berkeley residence to begin borrowing tools. To establish residence patrons must present one of the following: a current lease/rental agreement (with patron's name listed as tenant), a current tax bill (in patron's name) identifying ownership of property in Berkeley, a utility bill (printed or electronic, in patron's name) dated within the last 30 days, a piece of mail (postmarked within the past 30 days), a California ID or Driver's License with current address, a California Voter Registration Card, or an unexpired Automobile Registration. More details on tool lending residency requirements are available on the Library's Tool Lending Library website.

### Easy Access Card

An Easy Access Library card is available to patrons who have picture ID and cannot provide address verification. Patrons with this type of card may use library internet computers, laptops, and have full access to all online databases, electronic collections, and other virtual services. Easy Access cards also allow for the checkout of up to three physical items. Up to three holds may be placed on Easy Access accounts simultaneously. Easy Access Cards cannot be used to request Link+ materials. Easy Access Cards expire after 1 year.

### Cards for Minors

The permission of the parent or legal guardian is required for applications for children 13 years or younger. The applicant, parent, or legal guardian must provide picture identification and address verification. The child must be present to receive library card. Teens ages 14-17 may use the same process. However, a teen aged 14-17 with both picture ID and address verification may independently obtain a library card without the need for a parent's signature.

### Schedule of Circulation Rules

Patrons are allowed a maximum of 75 items overall with up to 4 Lucky Day items, with the exception of an Easy Access Card which is limited to 3 total items, and Tools, which are limited to 10 per Tool Library patron.

Materials	Overdue Fines	Loan Period in Days	Renewals
Book	none	21	2 automatic renewals*
Book on CD/MP3	none	21	2 automatic renewals*
Cornerstones Kit	none	7	non-renewable
DVD/Blu-Ray	none	21	2 automatic renewals*
In-House Laptop	none	2 hours	non-renewable
Circulating Laptop	none	28	2 automatic renewals*
Link+	none	7 or 21	1 automatic renewal*
Lucky Day	none	21	non-renewable
Magazine	none	21	2 automatic renewals*
Music CD/Vinyl	none	21	2 automatic renewals*
Tool	none	7	1 renewal

\*Materials that have not been reserved by another patron will automatically renew up to 2 times.

Library accounts are blocked when fees exceed \$10.00 or when there are three overdue items on the account or when a replacement fee for lost or damaged material has been assessed

### Holds

Patrons with full-access cards may place up to 50 holds. Up to three holds may be placed on Easy Access accounts. The library charges no fee to place items on hold.

### Replacement Fees

The Library charges a replacement fee for items that are not returned within six weeks of checkout or renewal, or that are damaged. The patron is charged the price of the item. Accounts with billed items are blocked from further borrowing.

A new copy of a lost item can be accepted in lieu of payment as long as the item offered is the same title and is in the same format (paper, DVD, audiobook, CD) as the item checked out. If the item checked out was a hardcover edition, the Library will accept a paperback edition if the hardcover is no longer being published. The item must be in "new" condition and cannot have any ownership stamps from other libraries.

Tools have a loan period of 7 days. The Library charges a replacement fee for lost or damaged equipment. Accounts with billed Tool Lending items are blocked from further borrowing of any type of library material.

**Link+**

Link+ items have lending practices and a fee schedule that are distinct from Berkeley Public Library holdings.

Link+ materials have a flat replacement fee of \$115.00. Dependent on the discretion of the original lending institution, this fee may be reduced on a case by case basis.

Information about the Link+ service can be found here:

<https://www.berkeleypubliclibrary.org/explore/linkplus>

<b>Reviewed by:</b>	_____	_____
	Director of Library Services	Date
<b>Approved by:</b>	_____	_____
	Chair, Board of Library Trustees	Date