

# BERKELEY PUBLIC LIBRARY POLICIES

**SUBJECT: Circulation Policy**

ORIGINAL DATE:	
BOLT Resolution #:	
REVISED DATE:	11/14/2018
BOLT Resolution #:	R18-054
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## 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 eBooks, online streaming media, online resources, internet access, and more. Applicants must be present to receive a library card or renew an expired card. Library cards expire after 4 years; Easy Access cards expire after 1 year. 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.)
- **Credible Picture ID** (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. To establish residence patrons must present a current lease/rental agreement (with patron's name listed as tenant), or current tax bill (in patron's name) identifying ownership of property in Berkeley, or utility bill (in patron's name) dated within the last 30 days. More details 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, in-house laptops, and have full access to all online databases and 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. Easy Access Cards expire after 1 year.

### Cards for Minors

The signature of the parent or legal guardian is required on applications for children 13 years or younger. The applicant, parent, or legal guardian must provide picture identification and address verification. 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.

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.

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	\$1.00 (per day)	7	non-renewable
DVD/Blu-Ray	none	21	2 automatic renewals*
Laptop	\$1.00 (per hour)	2 hours	non-renewable
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	\$1.00-\$10.00 (per day, see schedule)	3 or 7 (per schedule)	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.

**Holds**

Patrons with full-access cards may place up to 25 holds. Up to three holds may be placed on Easy Access accounts.

**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. If items are not returned within 8 weeks after the due date, and \$50.00 or more is owed, accounts are referred to a collection agency. If so, the account will be charged a \$10.00 Collection Agency Fee.

A new copy of a lost item can be accepted in lieu of payment as long as the item offered is the same edition or newer, is in the same format (hardcover, paperback, etc.) as the item checked out, and is in "New" condition. 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.

**Tool Lending**

Tools have a loan period of 3 or 7 days. Late fees vary by tool type as indicated in the tool fee schedule. The majority are \$1.00 per day.

<b>Reviewed by:</b>	<u><i>Debra Warner</i></u>	<u>11/28/18</u>
	Director of Library Services	Date
<b>Approved by:</b>	<u><i>Diane Lee Davenport</i></u>	<u>28 Nov. 2018,</u>
	Chair, Board of Library Trustees	Date

<b>Tool Lending Library Fees</b>	
Late Fees for tools are \$1 per day except for the following:	
Angle Grinder, 4.5", 7", 9"	\$5.00
Belt Sander, 3x21", 4x24"	\$5.00
Bull Float, Wood	\$5.00
Bull Float, Magnesium	\$5.00
Disc Sander, 7"	\$5.00
Drain Snake, Hand	\$5.00
Drill Motor, VSR, 1/2"	\$5.00
Drill Press, Stationary	\$5.00
Hand Trucks (Refrigerator, Delivery)	\$5.00
House Jacks	\$5.00
Ladder Jacks	\$5.00
Lawn Mower, Push	\$5.00
Orchard Ladder, 8'	\$5.00
Piano Dolly	\$5.00
Pipe Cutter, Cast Iron	\$5.00
Pipe Vise	\$5.00
Post Hole Digger	\$5.00
Random Orbit Sander, 5", 6"	\$5.00
Saw, Circular (Skillsaw)	\$5.00
Saw, Reciprocating (Sawzall)	\$5.00
Saw, Saber (Jigsaw)	\$5.00
Sewer Rods	\$5.00
Step, 6', 8', 10'	\$5.00
String Trimmer (Weed Eater)	\$5.00
Submersible Pump	\$5.00
Vibrating Sander, 1/4, 1/2 Sheet	\$5.00
Wheelbarrow, Contractor's	\$5.00
Cement Mixer, Electric	\$10.00
Concrete Vibrator	\$10.00
Demolition Hammer (30 lb, electric)	\$10.00
Drain Snake, Electric	\$10.00
Drill, Right Angle, 1/2"	\$10.00
Extension, 16'	\$10.00
Extension, 24', 28'	\$10.00
Hedge Trimmer, Electric	\$10.00
Rebar Cutter/Bender	\$10.00
Rotary Hammer Drills SDS	\$10.00
Saw, Abrasive Cut-Off	\$10.00
Saw, Power Miter (Chop)	\$10.00
Saw, Table, 8"	\$10.00
Spline Drive	\$10.00