



Monterey Park Bruggemeyer Library Policy	Policy Number: 95-01(Resolution 9994)
	Issue Date: September 25, 1995
	Revised Date: October 15, 2002; March 20, 2007; July 15, 2008, September 21, 2010; April 24, 2012, June 20, 2017; August 17, 2021
Subject: Circulation Policy	Library Board of Trustees' Approval  City Manager Review 
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Purpose:

The purpose of the Monterey Park Library Board of Trustees' Circulation Policy is to provide fair access to all materials and to encourage return of materials in a timely manner so others can use them.

Provisions:

CIRCULATION POLICIES

LIBRARY CARD HOLDER INFORMATION:

- Applicants must present a valid California Driver's License or ID or both a photo ID and verification of home address.
- Library card holder is responsible for everything checked out on their card.
- There is no charge for the first library card.
- The Library card holder must make sure items are returned on or before the due date. The Library card holder cannot check out materials if they have overdue items or any outstanding fines or fees.
- Items (with the exception of New Release DVDs and Blu-Rays) can be renewed twice as long as there are no holds on the item. Eligible items will be automatically renewed on the due date. Renewals grant an additional loan period from the renewal date.
- The Library card holder understands that every two years, they must show proof of address to extend their library card.
- The Library card holder agrees to obey the rules of the Monterey Park Bruggemeyer Library. The Library has the right to revoke the library card and/or cancel library privileges.

E-RESOURCE CARDS:

- Persons who are unable to provide proof of a permanent California address may apply for an E-Resource Card.
- Applicants must present a valid photo ID.
- E-Resource Cards may only be used to access the Library's digital resources and public computers. E-Resource Cards may not be used to borrow materials from the Library's physical collection.
- There is no charge for the first library card.
- The Library card holder understands that every two years, they must visit the Library to extend their library card.
- E-resource card holders may present proof of permanent California address at any time to obtain full borrowing privileges.
- The Library card holder agrees to obey the rules of the Monterey Park Bruggemeyer Library. The library has the right to revoke the library card and/or cancel library privileges.

FINES AND FEES: (See schedule)

- Effective February 4, 2021 the Monterey Park Bruggemeyer Library does not charge use fees or overdue fines for late materials, with the exception of New Release DVDs and Blu-Rays. Library patrons will receive notification of overdue items and will be billed for replacement and processing after 21 days overdue. Borrowing privileges will be suspended until materials are returned or the Library is compensated for lost materials.
- Lost items are charged the Library's cost plus a processing fee. If no cost is available, the default cost applies. Replacement copy will be accepted at the discretion of the selector. Materials not repairable and/or not in usable condition are charged as a damaged item.

REFUNDS - Refunds for lost items are granted within one year of payment under the following conditions:

- Item returned is in good condition as determined by Library staff.
- The overdue fine or processing fee, whichever is greater, is deducted from the amount to be refunded.
- Refund checks are mailed to the Library card holder (no cash refunds).