



Monterey Park Bruggemeyer Library Policy	Policy Number: 95-01
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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. The Monterey Park Bruggemeyer Library does not restrict access to library materials based on age, origin, background, or viewpoint.

Provisions:

- California residents may apply for a Monterey Park Bruggemeyer Library card.
- Applicants 14 years and older must present a valid California Driver's License or ID with current California address, or both a photo ID and verification of home address, in one of the following acceptable forms:
 - Current vehicle registration
 - Current utility bill issued within the last 60 days
 - Mortgage/lease agreement
 - Paystub
 - United States postmarked mail
- A parent or legal guardian who meets the requirements set forth in this policy must provide written authorization for any child 13 years or younger to obtain a library card. The responsible adult assumes full responsibility for items checked out on such child's account.
- A parent or legal guardian who meets the requirements set forth in this policy may provide written authorization for any child 14 to 17 years old without a photo ID and verification of home address to obtain a library card. The responsible adult assumes full responsibility for items checked out on such child's account.
- There is no charge for the first library card.
- Library cards are valid for two years from the date of issuance. The Library card holder understands that every two years, they must show proof of address to renew a Library card.

- Library card holder is responsible for everything checked out on their 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.
- 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 renew 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 Master Fee Schedule for additional information)

- The Monterey Park Bruggemeyer Library does not charge use fees or overdue fines for late materials. 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. A replacement copy will be accepted at the discretion of the selector. Materials not reparable and/or not in usable condition are charged as a damaged item.

RENEWALS AND RESERVES:

- Items may be renewed twice so long as no patrons have reserved the item. Eligible items will be automatically renewed on the due date. Renewals grant an additional loan period from the renewal date.
- A maximum of 50 items may be reserved at any given time. The Library card holder will be notified when materials are available for pick up. Materials not picked up within three days of notification will be returned to circulation.

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 processing fee is deducted from the amount to be refunded.
- Refund checks are mailed to the Library cardholder (no cash refunds).