Borrowing Policy

The Altadena Library District does not restrict access to library materials based on age, origin, background, or views. With an Altadena Library account, community members have access to a wide collection of books, audio materials, visual materials, and other resources. All community members are responsible for the care and return of items checked out to their account.

Both residents of California and visitors to the area are eligible to apply for an Altadena Library Card. To obtain an Altadena Library Card, applicants are asked to complete a library card application and to provide photo ID and address verification. Community members without this information are invited to obtain a Digital Card to access our online resources.

Library Card ACCOUNTS

- **Community Card**
  - FOR: California residents
  - All ages (additional adult signature needed for patrons ages 0 through 13)
  - Requirements: Government issued photo identification with current CA address, or other government, school or work issued photo identification along with address verification for CA
    - Acceptable forms of address verification for residence or P.O. box:
      - Current Vehicle Registration
      - Current Utility Bill issued within the last 60 days
      - Mortgage / Lease agreement
      - Paystub
      - United States postmarked mail
  - Expiration: Three years of no usage

- **Curiosity Card**
  - FOR: Non-California residents and/or those without address verification, including minors.
  - Requirements: Official photo identification or verification (work, government, school)
  - Expiration: One year of no usage

- **Teacher Card**
  - FOR: Teachers and Homeschooling Facilitators
  - Requirements: Official school identification or private school affidavit
  - Checkout Duration (books only): 42 days + standard renewal time
  - Expiration: Annual (August 1)
• Digital Card
  o FOR: Everyone
  o Requirements: None – sign up online
  o Limits: Online resources only, including eBooks & eAudiobooks
  o Expiration: One year of no usage; or when replaced with a Community Card or Curiosity Card

Borrowing Limits for Library Accounts

<table>
<thead>
<tr>
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<th></th>
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<tbody>
<tr>
<td>Community Card</td>
<td>yes</td>
<td>10 per format</td>
<td>2</td>
<td>2</td>
<td>50</td>
<td>5*</td>
<td>50</td>
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<td>5</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

*Community Cardholders who are fine free, have held a library account for at least 21 days, and demonstrate a history of returning items will be automatically upgraded to Good Neighbor status, which allows them to borrow items from the Library of Things collection.

Holds
The number of holds for each borrower is equal to the borrowing limits for each material type. Holds are available for pickup up to 7 days after notification.
Checkout and Renewal Periods

- Automatic renewal happens two days prior to the due date of the item, provided there is not a hold on the item. Items without holds will be automatically renewed up to two times.

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Loan Period</th>
<th>Renewals Allowed *</th>
<th>Automatic Renewal *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, Binge Boxes, Magazines, Music, Kits, Audiobooks, WiFi Hot Spots</td>
<td>21 Days</td>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>Visual Material, Video Games</td>
<td>7</td>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>Library of Things</td>
<td>7</td>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>Interlibrary loan</td>
<td>Dependent on lending agency</td>
<td>Dependent on lending agency</td>
<td>No</td>
</tr>
</tbody>
</table>

*Items that have holds are not renewable

Fees

- The library does not charge overdue fines for late materials; however, library patrons will receive notification of overdue items and will be charged for replacement of an item when it is 30 days overdue.
- Patrons may receive a charge on their account if staff deems that an item has been damaged while in the patron’s care. The library cannot accept items brought in by a patron as a replacement for lost or damaged materials.
- Returned checks will be subject to a bank service charge.
- Interlibrary Loan: The lending library may charge fees. Patron will be asked to agree to these fees prior to initiating the Interlibrary Loan.
- Borrowing privileges are suspended when a patron has over $10.00 in fees on their account. Privileges will be reinstated once missing items are returned or the Altadena Library District is compensated for lost or damaged materials.