



ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL

SUBJECT: LIBRARY MATERIALS BORROWING POLICY

SECTION: ADMINISTRATION

BOARD APPROVED: 11/ 27/2023

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 provide photo ID and address verification. Community members without this information are invited to obtain a Digital Card to access our online resources and public computers.

LIBRARY CARD ACCOUNTS

- Youth Community/Adult Card
 - For: California residents
 - All ages (additional adult guarantor needed for patrons ages 0 through 13; Ages 14 and older can apply for their own [Community] card if they have a current photo ID, such as a current Driver's license or learner's permit, provisional license or school-issued ID.)
 - Requirements: Government issued photo identification with current CA address, or other government, school or work issued photo identification along with address verification for CA
 - If I.D. does not contain your current address, the following are 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 or proof of other delivered mail
 - Adult Community Cardholders who are in good standing, have held a library account for at least 21 days, and demonstrate a history of returning at least one (1) physical item will be automatically upgraded to Good Neighbor status, which allows them to borrow items from the Library of Things collection and apply for Self-Service Extended Hours Access offered at the Main Library. Those with a Youth Curiosity , Youth Community , or Digital Card are NOT eligible to be upgraded to Good Neighbor status.
 - Expiration: Three (3) years of no checkout of materials.
- Curiosity Card/ Youth Curiosity Card
 - For: Non-California residents and/or those without address verification, including minors.
 - Requirements: Official photo identification (work, government, school)
 - Expiration: One (1) year of no checkout of materials.
- Teacher Card
 - For: Teachers and Homeschooling Facilitators
 - Requirements: Official school identification or private school affidavit



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- Checkout Duration (books only): 42 days + standard renewal time
- Expiration: Annual (August 1)

- Digital Card
 - For: Everyone
 - Requirements: None – sign up online
 - Access to: Online resources, including eBooks & eAudiobooks, and public computers.
 - Expiration: One (1) year or when replaced with a Community Card or Curiosity Card.

- Homebound Card
 - For: Altadena residents (zip code 91001) who are unable to visit the library according the following criteria.
 - Requirements: You have a condition (illness, injury, etc.) that restricts your ability to leave your place of residence, except with the aid of a supportive device, such as crutches, canes, wheelchairs, and walkers, the use of special transportation, the assistance of another person, or if leaving home is medically discouraged. In most circumstances, if you drive, you would not be considered eligible.
 - Sign Up: To request our Homebound Delivery Service, please fill out the form at <https://www.altadenalibrary.org/homebound> or call us at 626-798-8338 ext. 122 for assistance. Once you have completed the form, a staff member will call you back within seven (7) days to confirm details and set up delivery. You can request the service for a friend or family member.
 - Expiration: Three (3) years of no checkout of materials.

Lost or stolen Library Cards

- Report lost or stolen cards immediately: Call Library at 626-798-0833
- The Library card replacement is free. Cardholders are responsible for items checked out until the card is reported lost.

Borrowing Limits for Library Accounts

	Online Resource Access	Audio Material, Zines & Magazines	Visual Material & Video Games	Books	Library of Things	Overall Limit
Youth Community /Community Card	yes	10	2	50	5*	50
Youth Curiosity / Curiosity	yes	5	2	5	0	5



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Card						
Teacher Card	yes	10	2	75	5	75
Digital Card	yes	1	1	1	0	1
Homebound Card	yes	10	2	10	0	10

*Available to Community Cardholders with Good Neighbor Status.

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 an email/text notification is sent.



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Checkout and Renewal Periods

- Automatic renewal happens three (3) 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 (2) times.
- Notifications of items becoming due are sent out as follows:
 - 2 days prior to the item being due
 - 1 day after the item being due
 - 7 days after the item being due
 - 14 days after the item being due

Material Type	Loan Period	Renewals Allowed *	Automatic Renewal *
Books, Zines, Magazines, Music, Kits, Audiobooks, WiFi Hot Spots	21 Days	2	Yes
Visual Material, Video Games	7	2	Yes
Library of Things	7	2	Yes
Interlibrary loan	Dependent on lending agency	Dependent on lending agency	No

*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 21 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.
- 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 \$50.00 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.
- We are unable to issue refunds for payments on lost/damaged items.