



LIBRARY POLICIES AND PROCEDURES

Library cards

ADULT CARDS-Requirements for Issuance

- California resident
- Valid California Driver's License or California Identification Card with picture and correct address as issued by the Department of Motor Vehicles-Issue card over the counter.

NOTE:

Any alteration to the driver's license or identification card, except information on an official Department of Motor Vehicles document, will not be accepted as address verification. No photo-static copies will be accepted.

- Valid California Driver's License or California Identification Card with picture and incorrect address-Must show current address verification (e.g.: bill <within last 30 days> from recognized local or national business; current bank statement; current property tax statement-Issue card over the counter.
- Picture identification (e.g.: school I.D.; work I.D.; bus pass; out-of-state driver's license) and address verification (e.g.: bill<within last 30 days> from recognized local or national business; current bank statement; current property tax statement-Issue card over the counter.
- No identification-No application will be accepted and no library card will be issued.

NOTE:

Group Residential Centers or Workshops wishing to have their residents or clients issued library cards shall provide the library with a typewritten or computer generated list of those persons for whom they wish to have cards issued. The list shall be presented by the person assuming responsibility for the group's library visits. The list shall include full legal name and correct address for each person to whom a card is to be issued. The person assuming responsibility for the group shall verify all information on the applications before they are presented to the Loan Services Division. The facility, since it is under no obligation to assume financial responsibility for the debts of the residents or clients, shall agree in writing to forward all correspondence from Pomona Public Library or any agency delegated by the Library for collection of past due accounts, to residents or clients who have changed addresses. An address verification card will be mailed to each applicant. No material may be borrowed until the address verification card is received in the mail and brought to the library by the patron. At that time, upon identification verification by the person assuming responsibility for the group, the card will be issued.

YOUNG ADULT LIBRARY CARDS-Requirements for Issuance

- California resident
- Persons possessing a valid high school ASB card or 14 - 17 years of age shall be considered young adults.
- Young adults shall sign their own applications and library cards.
- Young adults shall meet the same requirements for issuance of library as stated for adults.

- Young adults may also use their parent's or legal guardian's identification. In such cases, the parent's or legal guardian's identification must meet the same requirements as for issuance of an adult card.

CHILDREN'S LIBRARY CARDS-Requirements for Issuance

- California resident
- Persons in grades 8 and below or under the age of 14 shall be considered children.
- Children will use parent's or legal guardian's identification. The parent's or guardian's identification must meet the same requirements as for issuance of an adult card.
- A child's library card application and library card must be signed by a parent or legal guardian.

NOTE:

Teachers wishing to have their students issued library cards and for whom no identification is available, shall present the library card applications to the Circulation Desk. The teacher shall have verified that all applications are filled out legibly and correctly. After Loan Services Staff has verified that the student is qualified to receive a library card, an address verification card will be mailed to the parent of each applicant. No material may be borrowed until the address verification card is received and brought to the library by the child with parent's I.D., by the parent with I.D., or by the teacher. At that time the card will be issued. The card must be signed by the parent or guardian before it is valid.

BORROWING MATERIALS

- Always bring your library card with you.
- Notify the Library immediately if your library card is lost, stolen or if you change your address.
- Library card replacement fee is \$2.00
- Don't lend your library card to anyone else. You are responsible for all materials borrowed with your library card, with or without your permission.
- Parents or guardians are responsible for all materials borrowed on cards of children up to the age of 18.
- The Library may limit the number and types of items checked out on each library card.
- Items owned by the Library may be reserved for 50 cents.
- Items not owned by the Library may be borrowed through Interlibrary Loan from another library for a \$2.00 fee.
- We welcome suggestions for purchase of new materials to add to the Library collection.

LOAN PERIODS:

- Most books and other printed materials: 3 weeks
- Audiocassettes and CDs: 3 weeks
- Special materials such as holiday, exam preparation, California Mission, and science project books: 7 days
- Videotapes & DVDs: 7 days
- RENEWALS: All circulation items can be renewed for 1 additional loan period, provided they are not overdue or reserved by another patron. You can renew by telephone at (909) 620-2043 ext.2720 or 2722 when the Library is open.

RETURNING MATERIALS TO THE LIBRARY:

- **Return or renew materials on or before the date they are due.**
- **Whenever possible, materials should be returned inside the Library. Audiocassettes, DVDs, CDs, and videotapes must be returned to the Audio-Visual Desk.**
- **For your convenience, there are 2 curbside book return bins available 24 hours a day, located on 7th Street and on Garey Ave. near the Library. These bins are cleared several times each day, even when the Library is closed. Books returned in the outside bins are placed there at your own risk. Do not return audiocassettes, CDs, DVDs or videotapes in the outside book return bins. They are easily damaged and you will be fined both for putting these items in the bins and for any damage incurred to the items.**

OVERDUE, LOST, OR DAMAGED ITEMS:

- **The overdue fine on all library items is 25 cents per day per item, with the exception of videotapes and DVDs (50 cents per day per item).**
- **Overdue notices are sent by mail approximately 10 days after an item is overdue. If you do not return the items within 14 days, you will be billed for each item's replacement cost plus a per item service charge of \$9.00. When items are returned, bills will be adjusted.**
- **The Library uses a collection agency for items not returned, fines not paid, or accounts for which arrangements for payment have not been made.**
- **Never ignore a notice from the Library. If you feel the notice is not correct or you have questions, please call the Loan Services Department at (909) 620-2043 ext.2720 or 2722.**
- **Library materials cannot be borrowed if there are overdue items or unpaid fines on a library card account.**
- **Lost or damaged items are billed at replacement cost plus a \$9.00 service charge.**
- **Returned check service charge is \$30.00.**