

South Pasadena Public Library

Library Loans & Renewals

Loan Periods

- The loan period for most materials (except **Book Club titles, teacher loans and City Council Meeting DVDs**) is 3 weeks.
- The maximum loan period (including 1 renewal) is 6 weeks.
- Teacher loans are kept for a 6 week period, limited to no more than 4 children's books per subject.
- Book Group selections are loaned for 6 weeks.
- City Council Meeting DVDs can be borrowed for one week and cannot be renewed.
- At the end of the maximum loan period, the library material **cannot** be renewed to the same person until after a 24 hour period has lapsed, so that others can have the opportunity to borrow the material.

Renewals

- Library materials can only be renewed one time.
- **Holds** placed on library materials checked out cannot be renewed by the borrower.
- Library materials can be renewed at the Circulation Desk with borrower's library card.
- Renewals can also be made by phone by calling (626) 403-7340 during regular business hours, and require the borrower's library card number.
- Online renewals can be made by visiting the library's website at www.cityofsouthpasadena.us/library

library.

Click on the link to the Library Catalog, choose "My Account", then choose "Renew my materials."

Online renewals require the borrower's library card number and PIN.



www.cityofsouthpasadena.us/library

Library Fees

- Daily Overdue Fees (per item) 25¢/per day
 - Replacement Cards \$2/each
 - Interlibrary Loans \$2/each
- (this charge is non-refundable)

Maximum overdue fees

Adult	\$10/per item
Children	\$5/per item
CDs (adult & children)	\$10/per item
Pamphlets	\$3/per item
Paperbacks	\$3/per item
Periodicals	\$3/per item

Adult—Lost Items

<u>Books</u>	<u>Replacement Cost</u>	<u>Processing Fee</u>
Hardcover	\$25 each	\$7
Foreign Language Book	\$25 each	\$7
Trade (Big) Paperback	\$17 each	\$7
Oversize & Art	\$45 each	\$7

Audio/Visual Materials

Audio Book-Unabridged	\$65 / per part	\$7
CDs	1-\$15, 2-\$25, 3-\$35	\$7
CDs from a set	\$10	\$3
Cassettes (unabridged set)	\$5 each	\$3
Videos/DVDs	\$35 each	\$7
Magazines	\$5.25 each	\$3
Pamphlets	\$3 each	\$3
Paperbacks	\$6 each	\$3

Children's—Lost Items

<u>Book</u>	<u>Replacement Cost</u>	<u>Processing Fee</u>
Hardcover	\$17 each	\$7
Trade (Big) Paperback	\$17 each	\$7

Audio/Visual Materials

Children's Audiobooks (unabridged)	\$26 each	\$7
CDs	1-\$15, 2-\$25, 3-\$35	\$7
Kit (book, tape or CD)	\$15 each	\$7
Music/Story Cassettes	\$10 each	\$7
Videos/DVDs	\$22 each	\$7
Magazines	\$5.25 each	\$3
Paperbacks/Toddler Books	\$6 each	\$3

Replacement Charges

Missing:

- AV Bag \$1 each
- Barcode \$1 each
- CD case/DVD case/Audio case \$1 each
- Damaged Book—repairable \$5.50 each
- Teacher Loan (canvas) bag \$40 each