

LIBRARY CARD

Library cards are issued without charge to any California resident. You must show identification with proof of residence when applying for a card. Acceptable I.D. may be any one of the following:

- California driver's license
- California identification card
- Identification issued by the Mexican Consulate in California
- Check imprinted with name and address
- Official mail (postmarked with current date)
- Current bill imprinted with name and address (i.e. P.G. & E., water)

Children aged 14 years old and under are issued a library card with the additional requirement of the parent's signature on the application.

FEES

Replacement library card -- \$1.00

Reserve fee per item, payable upon checkout -- \$0.75

I.L.L. fee, per item, payable when placed -- \$5.00

RESERVED MATERIAL

Loan periods may vary for library materials belonging to other public libraries or community college libraries in San Mateo County.

RENEWAL POLICY

Renewable materials may be renewed if no holds are placed on the materials. Materials may be renewed by telephone by calling (650) 638-0399 or online at www.rcpl.info.

RETURNING MATERIALS

Library materials may be returned to any public library or community college library in San Mateo County. Interlibrary loans must be returned to the library where they were borrowed.

LOST MATERIALS

Replacement charges for lost materials include the price of the item and a \$5.00 processing fee. All payments are nonrefundable.

OVERDUE NOTICE/ACCOUNTS PAYABLE

Pre-overdue notification is sent only by email 2 days before the item or items are due. Otherwise overdue notification is made by telephone, postcard or email when materials are 14 and 28 days overdue. A bill is sent when materials are 7 weeks overdue. Please note that unresolved accounts of \$35.00 or more may be referred to a collection agency and an additional fee of \$10.00 will be assessed. Please visit us at the Library or contact us at (650) 780-7020 to quickly resolve any accounts payable.

LOAN PERIODS, FINES, RENEWALS

<u>Materials</u>	<u>Loan Period</u>	<u>Daily Fine</u>	<u>Renewable</u>
BOOKS			
Adult/Young Adult	3 weeks	\$0.25	Yes
Children's	3 weeks	\$0.15	Yes
Juvenile Holiday Collection	3 weeks	\$0.15	Yes
MAGAZINES			
Adult	3 weeks	\$0.25	Yes
Children's/Young Adult	3 weeks	\$0.15	Yes
<u>Audio Visual Materials</u>			
COMPACT DISCS*			
Adult	3 weeks	\$0.25	Yes
Children's	3 weeks	\$0.15	Yes
CD-ROMS*			
Adult	3 weeks	\$0.25	Yes
Children's	3 weeks	\$0.15	Yes
BOOKS-ON-CD*			
Adult/Young Adult	3 weeks	\$0.25	Yes
Children's	3 weeks	\$0.15	Yes
DVD'S*			
Adult/Young Adult	1 week	\$0.25	Yes
Children's	1 week	\$0.15	Yes
BOOKS-ON-TAPE^o			
Adult/Young Adult	3 weeks	\$0.25	Yes
Children's	3 weeks	\$0.15	Yes
AUDIOCASSETTES^o			
Adult	3 weeks	\$0.25	Yes
Children's	3 weeks	\$0.15	Yes
VIDEOCASSETTES^o			
Adult/Young Adult	1 week	\$0.25	Yes
Children's	1 week	\$0.15	Yes
HOLIDAY COMPACT DISCS AND AUDIOCASSETTES*^o			
Adult	3 weeks	\$0.25	Yes
Children's	3 weeks	\$0.15	Yes

*Compact discs, dvd's, cd-roms and books-on-cd: Combination limit of 18.

^oVideocassettes and audiocassettes: Combination limit of 18.

MAXIMUM FINE PER ITEM & PER TRANSACTION

Adult Materials \$8.00 Juvenile Materials \$4.00