

MONTEREY COUNTY FREE LIBRARIES

INFORMATION FOR BORROWERS

Library Card

Initial Card	FREE
Replacement Fee	\$2.00 per card

Loan Periods

Books, Magazines, Talking Books	3 Weeks
Videos and DVDs	1 Week
Special Loans	Vary

Renewals

You may renew most items once by phone, in person or online, as long as the items are not reserved for someone else. Special Loan items are **not** renewable.

Returns

All materials, including videos and DVDs, may be returned in the book drop when the library is closed.

Overdue Fines and Fees

Adults (18+)	.25 per item per day
Children and Young Adults (0-17)	.15 per item per day .25 per item per day
Seniors (65+)	.15 per item per day .25 per item per day
ILL Request (initial fee)	\$2.00 per title request \$3.00 per title item
C.D. Replacement(belonging to a set)	\$10.00
<u>Magazine Replacement</u>	<u>\$ 5.00</u>
Item lost or damaged beyond repair	Cost of item +\$8
Lost item fee/returned/damaged	\$8- cost of item plus \$10 processing fee

Only one overdue/billing notice will be sent after 4 weeks. Library users with overdue fines must either:

Pay their entire fine, or

Pay at least 10% of balances below \$25 at each visit

Borrowing privileges will be blocked on accounts with balances of \$25 or more.

Accounts with balances of \$50 or more will be sent to a Debt Collection Agency.

Returned check fee	\$25 per check
Referral of Delinquent Account for Collection	\$12 per account
Photocopying / <u>scanning</u> (self-service)	.15 per page
Computer printing (black and white)	.15 per page
Computer printing (color) – where available	.50 per page
Microfilm/Microfiche Printing	.15 per page
Public use Fax	
Sending (within US only)	\$3.50 first page .50 for each additional page
Receiving	.50 per page
Meeting Room Use (2-hour minimum)	
Library-sponsored:	No Charge
<u>Full service</u>	<u>\$20.00 per hour</u>
<u>Non Full service</u>	<u>\$10.00 per hour</u>
Proctoring (where available)	\$10 per exam
Wi-Fi (where available)	FREE
Obituary Search	\$5 per name search
Californiana Digital Image	\$20 per image (personal/nonprofit use) \$35 per image (commercial use) \$35 per image (commercial use)

Visit us on the web at www.montereycountyfreelibraries.org.

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Monterey County Free Libraries are community centers that enhance the quality of your life by providing library services that meet your informational, educational, and recreational needs. We serve you through seventeen branch libraries, two bookmobiles, ***Reading Safari*** and ***Library-By-Mail***.

Your Library Card

Your library card is ***free***. It is your key to open the door to a world of information. You have borrowing privileges at all Monterey County Free Libraries, bookmobiles, and ***Library-By-Mail***.

Checkout of Library Materials

We loan books, audio books, large-print books, magazines, and DVD/VHS videos in English, Spanish, Vietnamese and Korean. You can return your borrowed materials to any of our branch libraries. You can renew your books by phone, in person, or on our web site. You can borrow any materials owned by Monterey County Free Libraries at no cost. Interlibrary loans (ILL) outside of the MCFL system can usually be borrowed for a small fee.

Assistance in Finding Information

We will help you locate information on your topic. We can suggest reading materials that suit your interests. We have print reference materials in our libraries and electronic information resources that you can access from the internet.

Library Programs

We offer programs for children of all ages to encourage the love of reading and foster school success. Programs in our branch libraries may include preschool storytimes, class visits, summer reading activities and book clubs. Many of our libraries also offer homework assistance for students from kindergarten through 12th grade. Our literacy program, ***READ with Monterey County Free Libraries***, assists adults and families in improving their reading and writing skills. ***Book Club to Go*** offers the tools for a successful book discussion group.

Access to Technology

We provide computers, photocopiers, fax machines, and Internet access. Wi-Fi and typewriters are available at select branches.

Online Access to Your Library

We provide you with access to the library's catalog, where you can access your library account to renew books or place holds on materials owned by Monterey County Free Libraries and access electronic information sources, including downloadable audio books and e-books.

www.montereycountyfreelibraries.org

Your Privacy

All library records are kept strictly confidential, whether you are an adult or a child. Card holders may fill out a waiver form to allow a designee to view their library records. Parents wishing to view their children's accounts will need to have their children fill out a Waiver to Access Patron Records form, obtainable at the Circulation Desk of your local library branch.

Monterey County Free Libraries
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Visit us on the web at www.montereycountyfreelibraries.org.