

# Circulation Rules for Library Materials

## Library Cards

Library cards are free for all residents of California. A valid government issued photo identification with a current California address is required at the time of registration. If the government issued identification does not reflect a current California address, a piece of mail or online order delivered within the last six months of the current date is acceptable. Library card application must be present at the library to receive their card.

### Types of Cards

**Standard card.** These will be issued to library users of all ages who are able to provide photo identification and proof of California residence. A parent or legal guardian's presence and/or signed library card application is required for applicants ages 17 and under. This card provides full access to borrowing materials as described below and will expire after 5 years.

**Computer Use Cards:** Users may register for a Computer Use Card to get immediate access to public computers. Computer Use Cards may be converted to standard cards by providing a photo identification and proof of California residency, in person at any branch. Computer Use Cards expire after 5 years.

**Limited Access Teen Card.** Teenagers, aged 13- 17, may register for a limited access teen library card without a parent or legal guardian's presence, but does require a parent or legal guardian's signature on the library card application. These cards are subject to borrowing restrictions as described below.

**Educator Card.** Educator cards are available to applicants with proof of employment with a school in the Irvine Unified School District, or a private school or state-licensed childcare facility, including family-based childcare, with an Irvine zip code. Educator cards are also available to applicants who work at the Tustin Unified School District locations that serve Irvine residents. Educator cards are subject to extended borrowing privileges as described below and expire after five years.

Accounts may be updated in person at any IPL location or over the phone.

## Loan and Reserve Limits

Loan/Reserve limits for Standard library cardholders are as follows:

- 50 total items
- 3 Library of Things items

- Digital resources limits vary by vendor and licensing
- 20 holds

Loan/Reserve limits for **Limited Access Teen cardholders** are as follows:

- 5 total items
- 0 Library of Things items
- Digital resources limits vary by vendor and licensing
- 2 holds

Loan/Reserve limits for **Educator cardholders** are as follows:

- 50 total items
- 5 Library of Things items
- 20 holds
- Extended checkout period of 60 days, for select items

## Loan periods and renewals

The library collection includes various types of materials:

- Physical books, audiobooks, magazines, CDs, and DVDs
- Read-along books (book in written and audio form)
- Technology, such as laptops and hotspots for internet access
- Lucky Day materials, which are items that cannot be reserved and may be in any physical form
- Library of Things materials, which are non-traditional items such as games, park or museum passes, craft equipment, tools, etc.
- Digital books, audiobooks, and magazines, and streaming video and music
- Reference materials, which are print texts for research purposes that are generally designed for onsite use only
- Interlibrary loans, which are materials obtained by patron request for loan from other institutions, including public and academic libraries

Standard lending periods are as follows:

Material Type	Loan Period	Renewal (if no holds)
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<b>Books, Audiobooks, Magazines, CDs, DVDs, Read-along Books, Technology</b>	21 Days	5
<b>Lucky Day materials</b>	14 Days	None
<b>Library of Things</b>	21 Days*	5
<b>Digital Items</b>	Varies by resource	Varies by resource
<b>Reference materials</b>	None	None
<b>Interlibrary Loans (ILLs)</b>	Determined by lending institution	Determined by lending institution

\*Unless otherwise noted

Items will automatically renew if not on hold for another patron. If the item is on hold, it must be returned by the final due date. Items kept out three weeks after the due date are considered lost.

Irvine Public Library does not charge fines for late return of materials. However, fees will be assessed for lost or damaged material. When an item is marked lost, the borrower will be charged for the full cost of the item plus processing fees as described below. The user's library card will be blocked until the lost material is returned or fees have been paid. No refunds will be given for items returned after they are paid for.

Parents and legal guardians are responsible for items checked out on a library card issued to a minor 17 years of age or under.

Courtesy reminders of due dates will be sent to the email address on file. Cardholders are responsible for materials on their card whether or not they received the notification.

## Library Fees

Fees associated with lost or damaged items are as follows:

<b>Description</b>	<b>Price</b>
<b>Lost / Damaged Materials</b>	Cost of Item + \$5 processing
<b>Lost / Damaged Components</b>	Replacement cost + \$5 processing
<b>Printing Fees</b>	
• Black/White	• .15/page
• Color	• .50/page
<b>Interlibrary Loan</b>	Postage and fees charged by loaning library

## Interlibrary Loan

The library recognizes that borrowers may at times require access to materials that are not held in the IPL collection. Irvine residents with a Standard card may request an item from another library by filling out an online form or requesting assistance from a staff member. The library cannot guarantee fulfillment of all requests. Loan periods, fees, and other usage restrictions may be applied depending on the policies of the lending library.

## Homebound Services – coming soon!

Home delivery is available for patrons living within the City of Irvine who are unable to physically come to the library due to temporary or long-term mobility issues, health, or disability barriers. Eligible patrons can submit an application online, by phone, or at any library service desk.

## Confidentiality of Library Records

Library records are confidential under California Government Code Section 7927.100-105. Library card information will only be shared with the cardholder or parent or legal guardian listed in the account record for minor patrons. Library employees must refer all court-ordered requests to the City Librarian or their designee.