San Anselmo Library Circulation Policies

The San Anselmo Public Library (the Library) Public Notice Bulletin Board Policy supports the Library’s mission to cultivate community and advance equity by welcoming all people to experience the shared joys of literacy and learning. The Library is committed to racial equity and social justice. The Library strives to provide inclusive experiences for all individuals, regardless of race, religion, creed, color, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, physical or mental disability, military or veteran status, citizenship, or housing status. Any behavior that reduces or interferes with others’ equitable access to library materials, services, and spaces - including acts of racism or hate speech - will not be tolerated.

Patron Accounts
Anyone can apply for a San Anselmo Public Library Card by submitting a paper application and providing required photo identification. Patrons can also apply online at sananselmolibrary.org.

Patrons are responsible for notifying San Anselmo Public Library of a lost card or new contact information.

After verifying identity, a patron can request, in person, a replacement of a lost library card or to update their account information.

Patron records expire every five years from the date of issue. Staff will request confirmation of contact information before renewing the account. Accounts can only be renewed by library staff.

Adult patron- for patrons 17 and over:
- Patron must present photo identification.

Juvenile patron- 16 and under:
- Child must be present to receive the card.
- A parent or legal guardian must sign and take responsibility for materials on Juvenile cards.

Borrowing
All persons wishing to borrow San Anselmo Public Library items must have an active library card.

Borrowing limits are as follows:

<table>
<thead>
<tr>
<th>Books/Magazines</th>
<th>100 item limit</th>
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</thead>
<tbody>
<tr>
<td>DVDs/Blu-Rays</td>
<td>20 item limit</td>
</tr>
<tr>
<td>Music CDs</td>
<td>20 item limit</td>
</tr>
<tr>
<td>Audiobooks</td>
<td>20 item limit</td>
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</tbody>
</table>

Loan Periods are as follows:

| Books, audiobooks, magazines, Library of Things | 3 weeks |
| Eureka! Books                                   | 2 weeks |
| DVDs, Blu-Rays, music CDs                       | 1 week  |
| Eureka! DVD                                     | 3 days  |
Patrons may place holds online or by request to library staff.

Patrons with fines exceeding $100 cannot place holds or check out items.

Patrons may place holds from other library systems that participate in Link+ if an item is not currently available from MARINet.

Most library materials will be automatically renewed on the due date for up to two additional renewal periods. Items that have holds on them are not renewable.

Library patrons may renew materials by accessing their online account, by telephone or in person at any library location.

Most circulating library items may be returned to any branch of Marin County Library.

Any items borrowed from the Library of Things collection must be returned inside the San Anselmo Public Library.

The following conditions “block” a patron record and prevent borrowing:

- Exceeding fines of $100
- Suspension of library privileges due to violation of San Anselmo Public Library Policies
- Expired patron record

Fines and Fees
The San Anselmo Public Library is fine free. You will not be charged fines on overdue materials that are returned to the library.

Replacement fees are assessed if materials are not returned to the library or are damaged beyond use.

If an item is returned to the library after a replacement fee has been assessed, the replacement fee will be removed.

Fines and fees may be paid by cash, check or online.

In-person payment can only be for San Anselmo Public Library owned items.

Patrons are encouraged to search carefully for unreturned materials before paying a replacement fee. If an item is found within six months of payment, we can issue a partial refund.

Fees for library materials lost or damaged in natural or personal disasters may be waived if a patron provides proof of cause.

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