



## Library Cards

mendocino  
county **libraries**  
www.mendolibrary.org

The Mendocino County Library is a free, public library. With a library card, anyone may borrow materials, order books, use the public access computers, or use the databases for magazines and newspapers.

**Parents are responsible for their own children in the library. We encourage parents to guide their children in library and computer use. Library staff is not responsible for monitoring items checked out by juvenile or adult patrons.**

### Library Cards

- ☞ Need to show proof of address.
- ☞ Children under 12 must be able to write their own name. A parent's signature is required.
- ☞ Must have the card with you to borrow materials.
- ☞ Need a library card to access the magazine database from home.
- ☞ If you forget your library card, we will look up your number one time with an ID.
- ☞ The second look-up requires the purchase of a new card.
- ☞ New cards cost \$1.00

### Loan Period

Loan periods vary. Interlibrary Loan periods are set by the lending library. Mendocino County Loan Periods:

- ☞ Books - 28 days
- ☞ McNaughton and some New Books - 14 days
- ☞ Books on Tape & Books on CD - 28 days
- ☞ Videos & DVDs - 7 days
- ☞ DVD sets - 28 days
- ☞ Magazines - vary by branch

At check out you will receive a receipt that lists each item checked out and when it is due. Materials may be renewed once unless someone has a request for that item. Library users are responsible for returning items on time.

**Report LOST cards immediately!**

### Fines and Charges

Library items may be returned to any library branch in Mendocino, Lake or Sonoma counties. There is a book drop available for use when the branches are closed. Patrons will be charged for overdue, lost or damaged items. Fines are charged at the rate of the lending library.

Overdue fines in the Mendocino, Sonoma, Lake County system \$.25 per day per item with a maximum of \$10.00.

- ☞ Children's items are charged \$.10 per day per item.
- ☞ Lost or destroyed books are charged at the cost of replacing the item plus a \$10.00 processing fee. There is a list of replacement costs at each branch.
- ☞ Damaged materials fee is \$3.50 per item.
- ☞ Library cards are free with free renewals. Your card number can be looked up for a \$.35 fee. Replacing a lost card costs \$1.00
- ☞ Patrons with fines \$5.00 or more may not use their card.

**For RVPL hours and contact information, visit our web site at [www.RoundValley.org/library](http://www.RoundValley.org/library)**