



**Borrowers' Guidelines**

| Material Type                              | Loan Period | Renewals (If no holds) | Overdue Notice Frequency   |
|--|-------------|------------------------|--|
| Books, Audiobooks, Magazines and Music CDs | 3 weeks     | 3 times                | 1 <sup>st</sup> notice—3 days<br>2 <sup>nd</sup> notice—10 days<br>3 <sup>rd</sup> notice—17 days<br>Billed—30 days* |
| DVDs and Video Games                       | 1 week      | 3 times                | 1 <sup>st</sup> notice—3 days<br>2 <sup>nd</sup> notice—10 days<br>3 <sup>rd</sup> notice—17 days<br>Billed—30 days* |

\*Borrowing privileges will be suspended until billed and damaged items are resolved.

| Patron Type               | Total Holds | Total Items Checked Out |
|---------------------------|-------------|-------------------------|
| General Patrons and Staff | Unlimited   | 75*                     |

\*Specific limits on ad hoc collections (examples, but not limited to: Battle of the Books (BOB), holiday books, specific high demand school assignments, etc.)

\*Bookmobile loan periods may vary due to fluctuations in the service calendar.

| Fees                        |   |
|-----------------------------|---|
| Item                        | Price                                     |
| Barcode (Replacement)       | \$2.00                                    |
| Collection Agency Fee       | As determined by City of Rancho Cucamonga |
| Damaged Item (Entire)       | As listed in item record                  |
| Interlibrary Loan           | \$3.00                                    |
| Library Card (Replacement)  | \$2.00                                    |
| Lost Item                   | As listed in item record                  |
| Passport Acceptance Fee     | As determined by U.S. Department of State |
| Passport Photos (2)         | \$13.00                                   |
| Photocopies—Black and White | \$.10                                     |
| Photocopies—Color           | \$.50                                     |
| RFID Tag (Replacement)      | \$2.00                                    |
| Story Pack (Entire)         | As listed in item record                  |
| Story Pack Book             | \$5.00                                    |
| Story Pack Toy              | \$10.00                                   |