



Borrowers' Guidelines

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

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

Patron Type	Total Holds	Duration of Hold	Total Items Checked Out
General Patrons and Staff	Unlimited	7 days	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.)

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)	\$12.00
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