

1. Borrower Eligibility

Borrowers must present a valid street address, telephone number, and E-mail address when opening an account. Please note that many free E-mail services are available. A post office box is not considered valid proof of residence. However, we do accept PO boxes when the applicant can provide proof of residence with a driver's license, a rental agreement, utility bill, or copy of pay stub. Borrowers that are not San Diego County residents must provide a deposit to open a borrowing account. See Deposit Section below.

2. Borrower's Responsibility

- (a) The Library reserves the right to refuse a borrower's application - when an individual has previously exhibited conduct detrimental to the maintenance of the collection, has a documented history of violating the Library's Standards of Acceptable Behavior, or other practices inconsistent with any element of the borrower's rules.
- (b) The Library reserves the right to restrict a borrower's account when a borrower is negligent with Library publications (e.g., loss or damage to Library materials), or exhibits other behavior detrimental to the Library collections, staff or facility.
- (c) A SDCPLL borrower's card or picture ID must be presented whenever checking out Library materials.
- (d) It is the borrower's responsibility to check date due slips and return materials on time.
- (e) All borrowers are obliged to keep the Library informed of any changes in name, address, telephone number, or email address.
- (f) All borrowers are responsible for knowing these borrower's rules.
- (g) A restricted account will result in a loss of borrowing privileges.

3. Accounts Accruing Fines and/or Costs

Overdue fines will accrue at a rate of \$2.00 per item per day. If overdue fines of \$10 or more accrue, the account will be restricted until the fines are paid. If an account accrues fines and/or costs and the member does not discharge them the account may be restricted. The Library will send notices requesting a sum sufficient to clear the account prior to any action being taken. When cleared, the account will be returned to good standing.

4. Notices

Notifications from SDLL will be sent primarily via email but may also be sent via postal mail. Notifications include overdue, lost/damage, invoices, and renewals. Borrowers are responsible for checking email and postal mail in a timely manner and notifying the San Diego Law Library (SDLL) of any changes to their email or mailing address.

5. Restricted and Expired Accounts

An account can be restricted or blocked from further use if there are outstanding fines of \$10 or more, lost materials that have not been paid for, or severe violation of our Rules of Conduct causing a suspension from the Library.

An account that has been restricted or has become expired may not be re-opened or renewed until all outstanding fines are resolved. Accounts that have been restricted or expired for more than three years may be deleted from the patron database.

6. Security Deposits

As of January 1, 2017 the Library no longer requires a security deposit to be paid by county resident borrowers prior to opening an account. A borrower with a deposit remaining on his/her account may have the deposit refunded or donated to the Library less any unpaid fines or charges. Any deposit that has not been claimed by January 1, 2020 will become unclaimed property.

Borrowers that reside outside San Diego County and wish to open an account must, in addition to paying the applicable charges for the account, submit a deposit in the amount of \$200.00. All deposits are placed in the Law Library Trust Fund and are treated as all other monies in that fund.

Any deposits will be refunded via check six to eight weeks after the Library receives a written request to close the account, less any unpaid fines or other charges. [see reverse side]

7. Borrowing Account Levels

All applicants must complete a Library borrower application form, and show appropriate identification. Applicants may choose to pay to borrow at either a \$50.00 or \$75.00 level. Those paying the \$50.00 charge are allowed to check out one book at a time for a four day period, and will be entitled to one four day renewal. Those paying the \$75.00 charge are allowed to check out up to five books at one time for a four day period, and will be entitled to two four day renewals. All charges are paid annually.

Weekend borrowing: Any San Diego County resident who can show financial hardship by producing a current court approved fee waiver may pay a \$10.00 annual charge allowing the borrower to check out one book on Saturday that must be returned the following Monday (or the following Tuesday if the Library is closed.)

Expiration and pro rated accounts: Any account that is not renewed by the first day of the following calendar year will immediately become expired. New accounts opened between July 1 and September 30 will be given a 50% prorated charge and will be valid until January 1 of the following year. New Accounts opened between October 1 and December 31 will be valid for the remainder of the year and the entire calendar year following.

8. Authorized users

The Library will issue one library card per account. This card may be used only by the account holder listed on the application or by one authorized user to be designated by the account holder. The authorized user must be an immediate family member or an individual who is professionally employed by the account holder and who is not an attorney. Account holders must provide a signed letter, on office letterhead, stating the name of the authorized user who may use the card. The authorized user must present a photo ID when borrowing for the account holder. It is the responsibility of the account holder to inform the Library when changing an authorized user. The account holder is responsible for all overdue fines and charges from lost or damaged books.

9. Non-Profit Borrowers

The borrower's charge for an employee of a non-profit organization classified as a 501(c)3 organization is waived upon presentation of the paperwork indicating 501(c)3 classification. A non-profit borrower may borrow up to 5 books at a time. The account holder is responsible for all overdue fines and charges from lost or damaged materials.

10. Government Borrowers

There is no annual borrower's charge for government employees borrowing on behalf of their employer. However, they are responsible for overdue fines and charges from lost or damaged materials. Fines not paid in a timely manner may result in restriction of the account. Paralegals, clerks, and legal secretaries will have privileges as affiliates of government organizations as long as they provide documentation.

11. Circulation Service Times and Availability of Materials

All materials must be checked out, checked in, or renewed no later than 15 minutes before closing. New accounts and library cards must be processed no later than 45 minutes before closing.

SDLL reserves the right to change the circulation status of materials, the circulation period, the renewal period, and the amount of renewals at any time.

12. Loss or Damage to Library Materials

Borrowers are responsible for lost library materials or library materials damaged while checked out under the borrower's account. Borrowers will be charged the replacement cost of the item for any lost or damaged library materials. Once the replacement cost is paid by the borrower, any fines associated with that item will be waived. Borrowers should notify the library about any lost or damaged items as soon as possible.

Items overdue by more than 30 days will be *deemed lost* by SDLL and treated as such. Borrowers will be charged the replacement cost of the item. Borrowers will receive three notices on overdue items and then receive an invoice for replacement costs.

13. Holds

Holds may be placed on materials which are checked out or on the shelf. The borrower will be notified that the item is available via email. It will be held for two days on the "Hold" shelf. Items not picked up within two days will be returned to the stacks.