



Pleasanton Public Library Borrowing Guidelines

APPLYING FOR A LIBRARY CARD

Pleasanton Library cards are free to all residents of California. To complete your online eCard application or to sign up for a card in person, show any of the following combination of items with **your name, photo and current address**: California Driver's License or I.D. Card, U.S. Immigration and Naturalization Green Card, U.S. Passport, or Student I.D., and Utility Bill, Rental or Mortgage Paperwork, Imprinted Bank Checks, or USPS mail addressed to you (if your ID does not list your current address).

<i>Library Card Categories</i>	<i>Physical</i>	<i>Digital</i>	<i>Holds</i>	<i>Card Expires</i>
eCard Online Registration (temporary)	No	Yes	No	30 days
New Card without address verification	3 items	Yes	3	30 days
Library Full access card	50 items	Yes	10	4 years

LIBRARY LOAN PERIODS

<i>Types of Library Materials</i>	<i>Loan Period</i>	<i>Overdue/Frequency (when notices are sent)</i>	<i>Renewal Period (if not on hold)</i>
Books, DVDs, Audiobooks, CDs, Magazines, Library of Things	3 weeks	1 @ 10 days	2 times (21 days)
Lucky Day Books	3 weeks	1 @ 10 days	No renewals
Lucky Day DVDs	1 week	1 @ 10 days	No renewals
E-Books and Digital Resources	Varies	None	Varies

LIBRARY FINES AND FEES

- Pleasanton Library does not charge daily overdue fines, but LINK+ items may incur daily fines from the owning library.
- Items 30 days overdue are billed for the replacement cost plus a \$5 processing fee. After 120 days, a \$10 collection fee is added.
- Purchasing a replacement copy is not accepted due to cataloging and collection development needs.
- No refunds are provided once lost or damaged material has been paid for.
- The Library's [Materials Recovery Policy](#) provides additional details on fines and fees.

<i>City of Pleasanton Master Fee Schedule: Section D. Pleasanton Public Library Fine and Fee Schedule</i>	
Processing Fee for Lost or Damaged Materials- in addition to item cost	\$5
Collection Agency fee	\$10
LINK+ Items - Items sourced from Library Partners Overdue item (per day) Max \$15 per item	\$1
Lost / Damaged item (Per item)	\$115