



Santa Ana Public Library

Borrowers' Guidelines and Loan Limits Policy

Material Type	Loan Period	Renewal (if no holds)	Overdue Notice Frequency
Books, Audiobooks, Magazines, and Music CD's	3 Weeks	Unlimited	1 st notice – 7 days 2 nd notice – 14 days 3 rd notice – 21 days Billed – 35 days*
DVDs	3 Weeks	Unlimited	1 st notice – 7 days 2 nd notice – 14 days 3 rd notice – 21 days Billed – 35 days*

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

Patron Type	Total Holds	Total Items Checked Out
Patrons and Staff	Unlimited	50*
Volunteers	Unlimited	50*

*See Loan Limitation Guidelines

*Loan period for items checked out at the Bookmobile may vary due to service calendar.

Fees	
Description	Price
Lost/Damaged Materials	Actual Cost
Lost/Damaged Jetpacks (Hotspots) Replacement Cost (Jetpack, USB Cord, AC Adapter)	Actual Cost
Newspaper Microfilm/Historical Research Fees	\$30.00 per search, 2-hour minimum. Additional hour \$15.00.
Digital Services Photograph Request Scanned Existing Image (TIFF): Non-Commercial Use Scan New Image (JPG): Non-Commercial Use	\$10.00 Per Image \$10.00 Per Image
Intellectual Property Rights of the Library Commercial Use Fee Non-Profit Use Fee	\$75.00 Per Item \$10.00 Per Item