Roseville Public Library Policy

Section Title: BORROWING POLICY **Effective Date: 01/02/13**

STANDARD CHECK-OUT
Any person owning a valid Roseville Public Library card may have up to fifty items checked out at a time.

Customers may check-out items after:
- A valid Roseville Public Library card is presented, or
- A valid photo I.D is presented, or
- The following information is provided: Customer's Name, Barcode, and CA driver's license number or birth date; and
- Account is considered in good standing; and

Library staff reserves the right to request photo identification or a library card to verify the identity of the customer in order to check-out.

LOAN LIMITS AND LOAN PERIODS:
See Loan Limits Policy

VACATION CHECKOUT:
- Customers may request a vacation checkout to obtain a six (6) week checkout period.
- Magazines and etools may not be extended.
- Items on hold may not be extended.

HONOR BOOK CHECK-OUT:
Honor Books are a special collection of paperback books and VHS tapes designated with a florescent sticker on the spine of the book. These items are not catalogued or bar-coded, and are presented at check-out for statistical purposes only. Honor books do not have a set loan period and may be returned by customer at any time. No fines or fees are incurred for these materials.

EQUIPMENT CHECK-OUT:
Some electronic equipment, where available, may be checked-out to customer. These materials are checked-out from and returned to staff at the front counter. Equipment not returned within the time limits can incur fees up to and including the cost of the equipment loaned plus a processing fee.